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GUIDE TO PROMOTION:

AN AID TO OFFICERS OF ALL ARMS

IN

PREPARING FOR EXAMINATION

IN

REGIMENTAL DUTIES.

PART I.

RANKS OF LIEUTENANT, CAPTAIN, AND MAJOR.

BY

LIEUT.-COLONEL SISSON C. PRATT,

(LATE ROYAL ARTILLERY)

AUTHOR OF "MILITARY LAW: ITS PROCEDURE AND PRACTICE," ETC.

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PREFACE.

THE system of question and answer followed by the late Lieut.-Colonel Bannatyne in his well-known *Guide to the Examinations for Promotion in the Infantry* has been adopted, but an attempt has been made to make the answers short, clear, and explanatory instead of merely quoting verbatim the text-books. It is hoped that this summary of Regimental Duties may be of service not only to those preparing for Promotion Examinations, but also to officers intrusted with the command and pay of men. Officers noting any errors, or desirous of forwarding suggestions for a future edition, are kindly suggested to communicate with the Author through the Publisher.

S. C. PRATT, LIEUT.-COLONEL.

August 1892.

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ABBREVIATIONS USED.

Q. vi. 45	... Paragraph 45, section 6, Queen's Regulations, 1892.
M. v. 8	... Manual of Military Law, chapter 5, paragraph 8.
S. 42	... Section 5, Army Act, 1881.
A. A. Act	... Army Annual Act, 1892.
R. 2	... Rule 2, Rules of Procedure, 1881.
P. W. 582	... Paragraph 582, Pay Warrant, 1892.
Cl. 42	... Paragraph 42, Clothing Regulations, 1887.
Al. 30	... Paragraph 30, Allowance Regulations, 1891.
E. 20	... Paragraph 20, Equipment Regulations, 1890.
F. I. 90	... Paragraph 90, Financial Instructions, 1892.
A. C. 10/82	... Army Circular 10 of 1882.
G. O. 5/80	... General Order 5 of 1880.
A. O. 60/91	... Army Order 60 of 1891.
C.-in-Chief	... Commander-in-Chief.
C. Officer	... Commanding Officer.
N.-C. Officer	... Non-commissioned Officer.
C. R. A.	... Officer in Command of Royal Artillery.
C. R. E.	... Officer in Command of Royal Engineers.
C. B.	... Confinement to barracks.
H. L.	... Hard Labour.
A. F. o.60	... Army Form o.60.
A. B. 70	... Army Book .70.

For the sake of brevity the expression "company" is held to mean "squadron, battery, or company," unless the context renders this meaning inapplicable. Similarly the term "captain" includes the major, captain, or other officer in immediate command of a squadron, battery, or company.

GUIDE TO PROMOTION.

*Extract from Section IX. of the Queen's Regulations,
1892.*

II.—EXAMINATIONS FOR PROMOTION.

Subjects.

10. The professional examinations required for promotion will comprise the following subjects :—

- (a) Regimental duties.
- (b) Drill.
- (c) Military law.
- (d) Duties in the field.
- (e) Artillery (for lieutenants of artillery only).

An Officer of the Army Service Corps must also be in possession of a certificate, showing that he has passed satisfactorily through a course of instruction in supply and transport duties.

12. The examinations for each rank will be as follows :—

I. Subjects (a) and (b), in the following cases :—

- (1) Quarter-masters and riding-masters, before being granted a commission as lieutenant.

- (2) Warrant officers and non-commissioned officers, before promotion to the rank of second lieutenant.
- (3) Second lieutenants, before promotion to the rank of lieutenant, unless they have passed in those subjects under the preceding clause, in the arms of the service in which they are serving.

II. Subjects (c) and (d) :—

Lieutenants, before promotion to the rank of captain.

Subject (e) :—

Lieutenants of royal artillery, in addition to subjects (c) and (d), as above.

III. Subjects (a), (b), (c), and (d) :—

Captains before promotion to the rank of major.

13. When officers who have previously qualified are transferred from one arm of the service, or from one branch of artillery, to another, they will be required to pass a further examination in the subjects which relate exclusively to the arm or branch which they join.

14. Examination in subjects (a) and (b) for the rank of major will not be required from captains who have passed the regulated examination for the appointment of adjutant of the Militia, Yeomanry, or Volunteers, or who have held the appointment of adjutant of their regiments in the rank of captain for a period of not less than twelve months.

15. The following certificates will be accepted in lieu of the examination; candidates claiming

exemption will forward their certificates when they apply to be examined * :—

1. A certificate at the School of Musketry, in lieu of the examination in musketry subjects.
2. A certificate of having qualified in Range Finding and of having obtained 5 in the final examination of the long course of the School of Gunnery, or the course for Officers of the Staff for the Inspection of Warlike Stores—in lieu of the examination in subject (*e*). The former will also be accepted in lieu of the examination in that portion of subject (*b*) which relates to garrison artillery.
3. A certificate (Chatham Form 2) of having passed through a course of instruction in fortification at the School of Military Engineering—in lieu of the examination in fortification.
4. A certificate (Chatham Form 2) of having passed through a course of instruction in military topography at the School of Military Engineering—in lieu of the examination in that subject.

Officers who have passed the Staff College will only be required to be examined in the practical part of subject (*b*). Officers who have passed the examination for admission to the Staff College in military law, fortification, topography, and tactics, on the standard of qualification laid down in Appendix VII, will not be required to be examined in subjects (*c*) and (*d*) provided they held the rank of captain at the time of the examination.

* A certificate obtained by a subaltern will not exempt for the rank of major.

Lieutenants and captains of Royal Engineers will not be required to undergo the examination in fortification and military topography prescribed for their rank in the other arms of the Service.

16. When a lieutenant or captain has passed in subjects (c) to (e), a notification thereof will be made to the General Officer Commanding. Such notification will be the authority for the return of the officer in the confidential reports as "passed for promotion," and should be quoted in support thereof.

Boards of Examination.

18. For the purpose of conducting the examination of officers for promotion, General Officers Commanding districts at home and stations abroad will select as examiners qualified officers of the various arms of the service, sufficient in number to conduct all the examinations within their command, as required in paragraphs 19 and 21 of this section.

19. For the examination of all ranks in subjects (a) and (b), Boards will be assembled by General Officers Commanding districts or stations from time to time as required. They will consist of a field officer as president, and two or more field officers or captains who are qualified for field rank, as members; at least one, and if possible two, members should belong to the same arm of the service, and in the case of artillery to the same branch, as the officers under examination. On no occasion, when it can be avoided, is an officer of the same regiment, battery or company as the candidate to be a member.

20. These examinations will be conducted en-

tirely by the board, in strict accordance with the instructions contained in the Appendix.

21. For examination in subjects (c) to (e) of lieutenants and captains of all arms qualified under paragraph 25, boards will assemble twice a year, on the first Monday in the months of May and November, and following days, in accordance with the programme contained in the Appendix. These Boards will consist of not less than three members, not below the rank of captain, appointed from among the officers selected as examiners in the command. A field officer should preside whenever possible. When the Deputy Assistant Adjutant-General for Instruction is available, he will attend the board and render such assistance as may be necessary. The examination will be conducted by printed questions, sent by the Director-General of Military Education.

Proceedings of Boards.

22. The proceedings of the Board (on Army Form A 2) accompanied in all cases by a certificate, written and signed by each candidate, stating that he has not received any assistance, during the examination, from books or other candidates, will be forwarded to the General or other Officer Commanding. In the examinations in subjects (a) and (b) the Board will forward with the proceedings the written questions and answers, and state their opinion whether the candidate is qualified or not.

23. The General Officer Commanding the district or station will deal with the proceedings of the Boards as follows:—

1. In the case of quarter-masters and riding-masters being granted a commission as

lieutenant, and of warrant officers and non-commissioned officers selected for promotion to 2nd lieutenant, the proceedings, together with the written questions and answers, will be transmitted for confirmation to the Adjutant-General, the General Officer Commanding expressing his concurrence, or otherwise, in the opinion of the Board.

2. In the case of second-lieutenants, lieutenants, and captains examined in subjects (*a*) and (*b*), the General Officer Commanding will himself confirm or disapprove the proceedings, after satisfying himself that the examination has been conducted in accordance with Regulations. The names of the officers who have passed will be notified in the orders of his command, and such notification will be the authority for the officer being returned as qualified in subjects (*a*) and (*b*). Each officer will be at once furnished by his Commanding Officer with a certified copy of this notification. In all cases, whether the officers pass or fail, the written questions and answers will be transmitted with the proceedings to the Adjutant-General for record by the Director-General of Military Education, who will retain a general supervision over the examinations with a view to ensuring an uniform standard throughout the army.
3. In the case of the examination of officers in subjects (*c*) to (*e*), the General Officer Commanding will transmit the proceedings to the Adjutant-General, the Presi-

dent of the Board having already forwarded the candidates' work in accordance with the instructions contained in the Appendix.

24. A certificate of proficiency in riding, where riding is a subject of examination, must be appended to the proceedings of the Board ; this may be obtained as laid down in paragraph 37 (*e*), or may be granted by the General Officer Commanding, after personal examination by himself or by a field officer specially deputed by him. This certificate will not be required from officers who have passed through the Staff College.

Attendance at Examination.

25. Officers will be required to pass in subjects (*a*) and (*b*) before they can be permitted to present themselves for examination in subjects (*c*) to (*e*). The examination in subjects (*c*), (*d*), and (*e*) will be allowed only as follows :—

Lieutenants—After promotion to that rank.

Captains—After one year's service in that rank.

26. General Officers Commanding at home and abroad will forward, so as to reach the Adjutant-General not later than the 1st April or 1st October, a return in the prescribed form of all officers in their command who are desirous of being examined in subjects (*c*) to (*e*) in the following month. This list should be accompanied by certificates from Commanding Officers in each case showing that the officer is qualified under paragraph 25. A lieutenant of artillery may, if he prefer it, be examined in subject (*e*) alone, at any periodical examination.

27. Officers of regiments serving abroad who

may be on leave in this country will be permitted to attend the examinations in subjects (*c*) to (*e*), if qualified as in paragraph 25, but, except under special circumstances, the examinations in subjects (*a*) and (*b*) must be passed by officers while serving with their regiments. Application for such permission must be made to the Adjutant-General by the dates mentioned in paragraph 26.

28. The examination of officers serving in India, and all correspondence connected therewith, will be conducted under the orders of the Commander-in-Chief in India, who will report to the Adjutant-General for record all cases of examination; but the questions in subjects (*e*) will, in the case of officers in India, be furnished through the Deputy Adjutant-General, Royal Artillery, Horse Guards.

III.—GARRISON INSTRUCTION, &c.

29. To assist officers in preparing for examination in subjects (*c*) and (*d*) there will be two courses of instruction in the year, each of two months' duration, commencing on the 1st March and 1st September.

30. Officers will be permitted, so far the exigencies of the service allow, to be struck off all duties for the purpose of attending a course of instruction once in the rank of lieutenant, and once in the rank of captain, provided they have passed the examination in subjects (*a*) and (*b*).

31. They will provide themselves with drawing instruments and materials, Marquois scales, sketching case, and the latest editions of the authorized text-books. They will be expected to have pre-

pared themselves by private study to derive full advantage from the assistance of the instructor. Officers not so prepared, or who show inattention in the classes, may be recommended by the instructor to the General Officer Commanding to be remanded to their corps.

32. Officers will be permitted to avail themselves at all times of the garrison classes where they are quartered (provided that room can be found for them, and the progress of the class is not thereby impeded), but they will not be struck off duty for the purpose of attending these classes.

33. Officers of regiments serving abroad who may be on leave in this country will be permitted to join the garrison classes, if room can be found for them. Applications for this purpose, accompanied by the certificate of having passed in (a) and (b), must be made to the Adjutant-General by the dates named in paragraph 34.

34. General Officers Commanding districts at home will send to the Adjutant-General on the 1st February and 1st August a return, on the prescribed form, of officers whom they recommend to join the classes. Applications from officers to attend classes in districts other than those in which they are quartered must not be recommended unless on most urgent and valid grounds.

35. General Officers Commanding stations abroad where there are Deputy Assistant Adjutant-Generals for Instruction will make their own arrangements for the formation of classes at the dates named in paragraph 29, reporting the same to the Adjutant-General.

37. Riding-classes, for Officers of Infantry, Engineers, and Garrison Artillery desirous of

attending them, will be formed by General Officers Commanding during the winter months at all stations where there are facilities for doing so, under the following regulations:—

(a) The class will last from six weeks to two months, according to the decision of the General Officer Commanding.

(b) Officers once joining a class cannot cease attending it without permission of the General Officer Commanding.

(c) The fees to be paid by an officer joining the class will be two guineas to the riding-master, and 2s. 6d. per week to the soldier looking after the troop-horse ridden by the officer.

(d) An officer is not to ride his own horse unless he produces a certificate that the horse has been broken as a charger in a cavalry or artillery riding-school. The fee for so breaking a horse is one guinea.

(e) A certificate of proficiency in riding will be given at the end of the course by the riding-master. It should be countersigned by the Commanding Officer and the General Officer Commanding.

38. Every Captain of Artillery and Engineers will be permitted once at his own request, and before promotion to the rank of major, to be attached to a regiment of cavalry or battalion of infantry for any period not exceeding three months during the drill season, and the Officer Commanding such regiment or battalion will afford him every facility for acquiring the practical knowledge in the field which is required of him before promotion.

39. Small libraries of reference, for the use of officers under instruction, are established at certain of the principal military stations, and supplied with several standard military works.

SYLLABUS

OF
Subjects for the Examination of Officers for Promotion
 AND
Instructions for the Guidance of Examining Boards.

I.—SYLLABUS.**(a) REGIMENTAL DUTIES.**

The examination in this subject will be viva voce and by written questions set by the Board.

Rank of Officer to be examined.	Minor Headings.	Books recommended, and sources from which information may be obtained.
<i>Warrant and Non-commissioned Officers on selection for Commissions as Second Lieutenants.</i> <i>Second Lieutenants, Quarter-Masters, Riding-Masters, before promotion to the rank of Lieutenant.</i>	1. Discipline. General Instructions Administration of Discipline Courts of Inquiry and Boards Deserters Disposal of Prisoners	The Queen's Regulations and Orders for the Army, with latest published amendments. Army Books and Forms in use, and practical experience.
	2. Duties. Roster of duties Duties, in Garrison and Field Honours and Salutes as regards Officers and Non-commissioned Officers, Guards and Sentries. Military Funerals Duties in aid of Civil Power	
	3. Interior Economy. Officers Non-commissioned Officers Of a Troop, Battery, or Company. System of keeping books and returns System of payment and messing and supply of necessaries Pay of Non-commissioned ranks of the Corps to which the Officer belongs Transfer and discharge of soldiers	
	4. Miscellaneous. Movement of troops by land or sea Detail of carrying arms, ammunition, and equipment; and in the cavalry, the detail of saddlery, the mode of fitting the saddle and bridle <i>(To be tested practically.)</i>	

Rank of Officer to be examined.	Minor Headings.	Books recommended, and sources from which information may be obtained.
<i>Captains, before Promotion to the rank of Major.</i>	<p>The same as for a Lieutenant, with the addition of the following:—</p> <ol style="list-style-type: none"> 1. <i>Discipline.</i> Management of Provost Prisons 2. <i>Duties.</i> Of Regimental Officers with Corps, under every circumstance, in garrison or field, by land or sea Knowledge of all garrison duties 3. <i>Interior Economy.</i> Of a Regiment. System of keeping Regimental Books, Records, and Returns, and orderly-room work generally. Army Forms in use ... 4. <i>Miscellaneous.</i> Knowledge of method of supplying troops with forage, food, ammunition, and stores, in quarters and in field ... Instruments for encampments. 	<p>The Queen's Regulations and Orders for the Army, with latest published amendments.</p> <p>Army Books and Forms in use, and practical experience.</p> <p>Regulations and Instructions for encampments.</p>

(b) DRILL. (Cavalry and Infantry.)

The examination in this subject will be divided into two parts; one part will be practical in the field, with vivâ voce questions, the other by written questions set by the Board. The knowledge of each candidate in drills and exercises is to be tested practically on parade, and, in addition to giving the words of command, the candidate is to be required, in respect of his own arm or branch of the service,

to give the explanation of the exercise or manœuvre about to be performed, to the men on parade, in a clear and audible manner.

The Board will state in detail in their report the manœuvres and exercises performed, and will state clearly their opinion of the candidate's proficiency; whether he is a good, bad, or indifferent drill; whether he is able to impart instruction, and is fully competent to command the body of troops he exercised.

Rank of Officer to be examined.	Minor Headings.	Books recommended.
<i>Warrant and Non-commissioned Officers on selection for Commissions as Second Lieutenants.</i> <i>Second Lieutenants, Quarter-Masters, Riding-Masters, before promotion to the rank of Lieutenant.</i>	Cavalry.	
	1. <i>Drills.</i>	
	Military equitation ...	{ Cavalry Regulations (Introductory Chap.)
	The instruction of the soldier on foot ...	
	The instruction of the Troop and Squadron mounted ...	{ Do. Part I.
	The formation and movements of a troop with the regiments on parade and in the field ...	
		{ Do. Part II.
		{ Do. Part III.
	2. <i>Exercises.</i>	
	The Carbine, Sword, and Lance Exercises ...	{ The authorized Books of Instruction.
	Manual and Firing Exercise for the carbine ...	
	3. <i>Musketry Instruction.</i>	
	Instruction of the Recruit	{ Musketry Regulations, Chap. II., Section I.
	Preliminary Drill and practice ...	
	Field firing and dismounted practice with horses ...	{ Do. Chaps. III. and IV.
	Prizes ...	
	Drill and Practice Returns	{ Do. Chap. IV.
		{ Do. Chaps. VI. and VIII.
	4. <i>Miscellaneous.</i>	
	"Miscellaneous subjects"	{ Cavalry Regulations, Part IV.

Rank of Officer to be examined.	Minor Headings.	Books recommended.
<i>Second Lieutenants, before promotion to the rank of Lieutenant, &c.</i> —continued.	Engineers and Infantry.	
	1. Drills. Recruit or Squad Drill ... Company Drill ... Command of a Company in Battalion Drill ...	} Infantry Drill.
	2. Exercises. Rifle exercises ... Infantry sword exercise ... Manceuvre of a Company Advanced and rear guards and outposts (practical only) ... Skirmishing (General Rules and "The Company") ... Attack (General Principles and "The Company")	
	3. Musketry Instruction. Instruction of the Recruit Preliminary Drill and Practice ... Prizes ... Drill and Practice Returns	{ Musketry Regulations, Chapter II., Section 1. { Do. Chapters III. and IV. { Do. Chapters VI. and VII.
	4. Miscellaneous. Guards ... Shelter-trench, and pit exercise ...	} Infantry Drill.
<i>Captains, before promotion to the rank of Major.</i>	The same as for a Second Lieutenant, with the addition of the following :— Cavalry.	
	1. Drills. Military Equitation ... The instruction of the soldier on foot ... The instruction of the troop and squadron mounted ... The formation and movements of the regiments on parade and in the field	} Cavalry Regulations.

Rank of Officer to be examined.	Minor Headings.	Books recommended.
<i>Captains, before promotion to the rank of Major—continued.</i>	2. <i>Exercises.</i>	} Infantry Drill.
	(As for Lieutenants.)	
	3. <i>Musketry Regulations.</i>	
	(The whole book.)	
	4. <i>Miscellaneous.</i>	
	(As for Lieutenants.)	
	Engineers and Infantry.	
	1. <i>Drills.</i>	
	Battalion drill ... Brigade drill, &c. ...	
	2. <i>Exercises.</i>	
	Riding. Manceuvre of a battalion. Skirmishing (the battalion). Attack and defence (the battalion, the brigade, &c.). Conduct of operations by night.	
	3. <i>Musketry Regulations.</i> (The whole book.)	
	4. <i>Miscellaneous.</i> (As for Second Lieutenants.)	

The drills and exercises of Field and Garrison Artillery, and the technical requirements of the Artillery Service, are laid down in great detail in Appendix VII. of the Queen's Regulations, to which reference should be made.

(c) MILITARY LAW.

TEXT BOOKS.

"The Manual of Military Law." *

"The Queen's Regulations and Orders for the Army." *

Rank of Officer to be examined.	Minor Headings.
<i>Lieutenants, before promotion to the rank of Captain.</i>	<p>Mode of continuing in force the Army Act, 1881. Classification of the contents of the Army Act. Crimes and punishments. Arrest of offenders and investigation of charges. Powers of commanding officers with respect to offences. Framing charges for trial by courts-martial. Prisoner's preparation for his defence. Courts-martial : the several descriptions of. " " convening and composition of. " " jurisdiction and powers of. Procedure at trials by courts-martial. Appointment and special duties of president. Duties of the prosecutor at courts-martial. Confirmation and revision of proceedings. Mitigation, remission, and commutation of punishments <i>at the time of confirmation.</i> Commencement of terms of penal servitude and imprisonment. Provisions as to the finding of insanity. Application of the rules of evidence to courts-martial procedure, limited to the following extent, viz. :— (a) What must be proved. (b) By which side proof must be given. (c) Hearsay. (d) Documents made evidence by the Army Act. (e) Competency of witnesses. (f) Examination of witnesses. (g) Privileges of witnesses. Application of the Army Act to H.M.'s Indian Forces. " " " warrant officers. " " " non-commissioned officers. " " " Troops embarked on board H.M.'s ships in commission. " " " persons not belonging to H.M.'s Forces.</p>

* The use of these books will be allowed for answering the first paper.

Rank of Officer to be examined.	Minor Headings.
<i>Lieutenants, before promotion to the rank of Captain.</i>	<p>Stoppages of pay by award of commanding officer.</p> <p> " " by sentence of court-martial.</p> <p> " " as a consequence of imprisonment or confinement.</p> <p>Forfeitures of deferred pay.</p> <p> " of good-conduct badges and pay.</p> <p> " of service for reckoning pension.</p> <p> " of medals, decorations, &c.</p> <p> " inflicted, either by sentence of courts-martial, or as a consequence of certain convictions and sentences.</p> <p>Courts of Inquiry on illegal absence of soldiers.</p> <p>Confession, by a soldier, of desertion or fraudulent enlistment.</p> <p>Apprehension of persons suspected of being deserters.</p> <p>Extension of soldiers' furloughs in urgent cases.</p> <p>General knowledge of the provisions of the Army Act relating to enlistment, re-engagement, prolongation of service, and transfer.</p> <p>The Reserve Forces Act, 1882, so far as it relates to</p> <p> (a) Establishment of Army and Militia Reserves.</p> <p> (b) Calling out Army Reserve in aid of civil power.</p> <p> (c) Punishment of offences committed by Army Reserve men.</p> <p> (d) Annual training of Reserve Forces.</p> <p> (e) Calling out Reserves on permanent service.</p> <p> (f) Punishment for non-attendance when called out.</p> <p> (g) Provisions as to deserters and absentees.</p>
	<p><i>Captains, before promotion to the rank of Major.</i> } The same as for Lieutenants with the addition of the following :—</p> <p>Appointment and special duties of Judge-Advocate at a trial by court-martial.</p> <p>Execution of sentences of courts-martial.</p> <p>Approval of sentences by civil governors in certain cases.</p> <p>Mitigation, remission, and commutation of sentences after confirmation.</p> <p>Restitution of stolen property under the Army Act.</p> <p>Rules of evidence on the following subjects :—</p> <p> (h) Evidence as to character.</p> <p> (i) The opinion of witnesses.</p> <p> (k) What statements are admissible.</p> <p> (l) Documentary evidence, primary and secondary.</p> <p> (m) Circumstantial evidence.</p> <p> (n) Acts and statements of conspirators.</p> <p> (o) Admissions, or confessions, as evidence.</p>

Rank of Officer to be examined.	Minor Headings.
<i>Captains, before promotion to the rank of Major—continued.</i>	<p>Confession by soldier of desertion or fraudulent enlistment.</p> <p>Laws and regulations relating to Courts of Inquiry and Boards.</p> <p>General knowledge of the provisions of the Army Act relating to billeting and impressment of carriages.</p> <p>Exemption of officers and soldiers from certain toils.</p> <p>Exemption of soldiers in respect of civil process.</p> <p>Liability of soldier to maintain wife and children.</p> <p>Jurisdiction under the Army Act, Sections 157 to 162.</p> <p>Legal penalties applicable under the Army Act to civilians in matters respecting H.M.'s Forces.</p> <p>Application of military law as provided by the Army Act, Sections 175 to 184.</p> <p>Definition of terms used in the Army Act.</p> <p>The Military Act, 1882, so far as it relates to the following subjects :—</p> <p>(a) Trial and punishment of offences committed by Militia-men.</p> <p>(b) Desertion and fraudulent enlistment.</p> <p>(c) Training.</p> <p>(d) Embodiment.</p>

(d) DUTIES IN THE FIELD.

I. FIELD FORTIFICATION.

In addition to the following works Officers can make use of any others they please to instruct themselves in the several divisions of the subject :—

"Instruction in Military Engineering," Vol. I. Part 1.

"Manual of Elementary Field Engineering."

ALSO, FOR CAPTAINS.

"Defence and Attack of Positions," by Col. Schaw. Chaps. 5, 7, 8, 9.

Rank of Officer to be examined.	Minor Headings.
<i>Lieutenants, before promotion to the rank of Captain.</i>	1. Instruments— Description and use of the Marquois scale and protractor.
	2. Field geometry— Laying off angles on ground by tape and pickets.
	3. Drawing to scale— The trace, section, and profile of works of simple character.
	4. Drawing (free hand)— Sections to show the construction of hasty intrenchments; also of walls, hedges, &c., converted into breastworks. Sections to illustrate the value of command and defilading. Sections showing application of obstacles, revetments, &c.
	5. Artillery— Nature of field guns now in service. Thickness of earth parapets to resist penetration. Kinds of fire with reference to horizontal and vertical planes. Projectiles in use for field guns. [The knowledge of artillery to be general only—with special reference to the effects produced by artillery fire on field works.]
	6. Field fortification— Its object and general principles. Technical terms. Penetration of musketry in use.
	7. Hasty intrenchments— Shelter trenches and pits. Gun and rifle pits, &c.

Rank of Officer to be examined.	Minor Headings.
<i>Lieutenants, before promo- tion to the rank of Captain— continued.</i>	<p>8. Improvised field defences— Defensible hedges and walls. Embankments, cuttings, and roads. Stockades, tambours, &c.</p> <p>9. Obstacles— Surmounting obstacles. [Fougasses and large inundations to be omitted.]</p> <p>10. Revetments.</p> <p>11. Field works— Trace and profile. Distribution of working parties. Calculating dimensions (or areas) of earthworks. Different kinds of works. Their advantages and defects. Size of works and garrisons. Combinations of field works for mutual support. Lines of intrenchments, single and double. Lines with intervals and continuous Defilade of field works. Bridge heads.</p> <p>12. Details of field works— Blindages and splinter-proof. Caponiers, escarp and counterscarp galleries. Traverses, entrances, and barriers. Blockhouses and reduits. Embrasures and barbettes.</p> <p>13. Defence and attack of houses— General principles. Details of defence and attack.</p> <p>14. Hasty demolitions— Destruction of bridges, barricades, doors, &c. Destruction of railways, telegraphs, &c.</p> <p>15. Bridging— Knotting, and lashing spars. Construction of temporary military bridges. Passage of rivers by flying bridges, rafts, &c. Fords.</p>
<i>Captains, be- fore promo- tion to the rank of Major.</i>	<p>The Syllabus prescribed for Lieutenants, with the following additions :—</p> <p>1. Field works— Principles on which the nature of hasty field works should be determined for the defence and attack of villages, woods, and positions. Application of field works and obstacles to the defence of villages, woods, bridges, and part or whole of a position.</p>

2. MILITARY TOPOGRAPHY.

In addition to the following work Officers can make use of any others they please to instruct themselves in the several divisions of the subject :—

“The Official Text Book of Military Topography.”

Rank of Officer to be examined.	Minor Headings.
<i>Lieutenants, before promotion to the rank of Captain.</i>	<ol style="list-style-type: none"> 1. Construction of scales, plain, diagonal, and comparative. 2. Copying, reducing, and enlarging maps and plans. 3. The conventional signs used in military topography. 4. The terms used in describing the natural features of ground. The system of representing hill features by contours. The construction of the scale of horizontal equivalents. The relation of heights to distances. 5. The representation of hill features by lead shading. The theory of hachure shading (drawing in this style optional). 6. Drawing sections of hills from a contoured surface. 7. Making use of maps in the field ; identifying distant points ; finding the place in map corresponding to the observer's position. Correction of existing maps on the ground. 8. Measurement of distance ; methods employed in military sketching. 9. The object and process of triangulation. The base and stations. Their relative positions in small surveys. 10. Construction and use of the plane-table. The prismatic compass. The surveying protractor. The range-finder. The mirror clinometer. 11. Interpolating the observer's position by reference to known points, with the plane table and with the prismatic compass. 12. The magnetic variations ; relation of the magnetic to the true north. Methods of finding the latter approximately. 13. Traversing with prismatic compass. Method of keeping a field book. Plotting. Traversing and plotting at sight. 14. Traversing with the plane table. 15. Hill sketching. 16. Sketching without instruments. 17. Reading military maps and plans.

Rank of Officer to be examined.	Minor Headings.
<i>Lieutenants, before promotion to the rank of Captain—continued.</i>	<p>18. Reconnaissance of a small defensive position under given conditions. Sketch and report.</p> <p>19. Reconnaissance of roads on authorized form. Reconnaissance of rivers.</p>
<i>Captains, before promotion to the rank of Major.</i>	As for Lieutenants, but the reconnaissance to extend over a larger area.

3. TACTICS.

In addition to the Drill Regulations Officers can make use of any works they please to instruct themselves in the several divisions of the subject.

Rank of Officer to be examined.	Minor Headings.
<i>Lieutenants, before promotion to the rank of Captain.</i>	<ol style="list-style-type: none"> 1. Meaning of "Tactics" as distinguished from "Strategy." 2. General functions of Infantry :— Its characteristics and weapons. Tactical and fighting units. Calculations of time and space occupied in marches and formations. 3. General functions of Cavalry :— Its characteristics and weapons. Tactical unit. Time and space occupied in marches and formations. 4. General functions of Artillery :— Its characteristics and weapons. Tactical unit. Time and space occupied in marches and formations. Projectiles used at various ranges and against different objects. 5. Time and space occupied by the three arms combined in marches and formations. 6. The measures by which armies obtain security and information, whether on the march or at the halt. 7. Advanced-guards—Infantry; Cavalry; Infantry and Cavalry combined; of all arms.

Rank of Officer to be examined.	Minor Headings.
<i>Lieutenants, before promotion to the rank of Captain—continued.</i>	<p>8. Rear guards—Infantry; Cavalry; combined; of all arms.</p> <p>9. Outposts—Infantry; Cavalry; combined; of all arms.</p> <p>10. Reconnaissance of the enemy :— The various methods of effecting it. Infantry patrolling. Cavalry patrolling.</p> <p>11. Screening and reconnoitring duties of Cavalry in advance of the army.</p> <p>12. Tactical employment of Infantry in action. The attack. The defence.</p> <p>13. Tactical employment of Cavalry in action. Cavalry attack. Dismounted service of Cavalry.</p> <p>14. Tactical employment of Artillery in action. The positions and objective of Artillery in attack and in defence.</p> <p>15. Detailed distribution, on a map, of small bodies of troops, under given conditions.</p>
<i>Captains, before promotion to the rank of Major.</i>	<p>} The course as prescribed for Lieutenants, and, in addition—</p> <p>16. Tactical employment of the three arms, in combination :— In attack. In defence. In pursuit. In retreat. Duties and responsibilities of the commander of a mixed force (including rivers, defiles, villages, woods, and convoys).</p> <p>17. Detailed distributions, on a map, of a combined force of all arms, under given conditions.</p> <p>18. Marches.</p>

For Lieutenants of Artillery there is in addition a special examination (*e*), the detailed syllabus of which is laid down in Appendix VII. of the Queen's Regulations.

II.—GENERAL INSTRUCTIONS.

Examinations in Subjects (a) and (b).

In conducting the examination in subjects (a) and (b), Boards will strictly observe the following instructions :—

1. The written questions should be of a general and comprehensive character, and should be not less than 40 in number, at least 20 in (a) and 20 in (b). The questions, if not printed, are to be written on half-margin, and the replies inserted opposite to them in the candidate's handwriting. The Board will correct, in red ink, any replies which are erroneous.

2. To each written question or practical test the Board will allot a numerical value, and they will credit each answer with full or a less number of marks according to its nature. The report will contain a summary of the examination in the following form (Army Form B. 2066), which is to be strictly adhered to :—

	(a)						(b)						Remarks.	
	1	2	3	4	Total.	Decimal.	1	2	3	4	Practical Tests.	Total.		Decimal.
	Full Credits.						Full Credits.							
	40	20	20	20			100	40	20	20				
Number of marks gained.														
Capt., A. B.	25	5	15	15	60	·6	10	10	10	10		40	.4	Failed in (b)
„ C. D.	35	15	15	20	85	·85	35	20	20	15		90	.9	Passed.

The first line of figures corresponds to the heads under which the subjects are divided. The second

line of figures gives the maximum number of marks to be allotted to all the questions or tests under each head. The figures under those opposite the candidates' names record the sum of the marks gained under each head. The decimal marked up to each candidate represents the proportion of marks gained to the total marks allotted under each subject (*a*) and (*b*).

3. Officers will not be reported as qualified unless they have gained one-half of the total number of marks allotted to the questions and practical tests under each subject (*a*) and (*b*); that is, unless the decimal gained shall amount to .5.

4. Very bad writing will be considered sufficient reason to require the re-examination of an officer.

Examinations in Subjects (c), (d), and (e).

In conducting the examination of lieutenants and captains in subjects (*c*) to (*e*), the following instructions will be adhered to by the Board:—

5. The order of examination will be as follows:—

Date.	Hours.	Subjects.
Monday ...	{ 10 to 1 2 to 5 }	Artillery (for artillery officers only).
Tuesday ...	{ 10 to 1 2 to 5 }	Fortifications. Tactics.
Wednesday ...	{ 10 to 1 2 to 3 3 to 5 }	Military Topography (paper). Military Law (with aid of books). Military Law (without books).
*Thursday	Military Topography (sketch).

* Should the weather be unfavourable the out-door examination may be postponed.

6. The officers while under examination are to be placed at least six feet apart, and no officer is to be examined in any subject except at the time specified above.

7. The officers constituting the Board are all invariably to be present during the entire examination.

8. For answering the questions in the first paper on Military Law, officers are permitted to have the use of "The Manual of Military Law," and "The Queen's Regulations and Orders for the Army." Before issuing the second paper the Board will require each officer to hand in his books to them.

9. The name of an officer under examination must on no account appear on his papers; an index number will be assigned by the Board to each candidate, which he must be careful to record plainly upon each written paper or sketch.

10. At the close of the examination in each subject the Board will see that all papers are marked with the correct index numbers, and will at once place them, unfolded, in two large envelopes (one for Captains and one for Lieutenants), supplied for the purpose by the Director-General of Military Education. These envelopes will then be firmly secured, and sealed.

The President will not allow these papers out of his own possession, and he will post them himself at the most convenient post office, as soon as possible after the examination.

No other papers *of any description* should be enclosed in these envelopes, which are only intended for the candidate's work.

11. At the conclusion of the whole examination, the Report of the Board on Army Form A 2 is to be forwarded to the General Officer commanding for transmission to the Director-General of Military Education, together with the following certificates and documents:—

- (1) A certificate that "the prescribed order of examination was strictly observed, that each member of the Board was present during the entire examination, and that none of the candidates received any assistance during the examination from books or other sources beyond that sanctioned by regulation for the 1st Paper in Military Law."
- (2) A certificate written and signed by each candidate that "he has not received any assistance during the examination from books or other sources beyond that sanctioned for Military Law, and that the field sketch was made independently by himself in the allotted time."
- (3) Lists of index numbers of Captains and Lieutenants.
- (4) Two accurate sketches of the ground selected for out-door topography (one for Captains, one for Lieutenants), for the guidance of the two examiners.

12. The President of the Board, before the commencement of the examination, will inform the officers under examination that they will be required to furnish the certificate mentioned in para. 11 (2), and he will read that paragraph to them.

Standard of Qualification.

The standard of qualification in subjects (c) and (d), and for obtaining a special certificate therein, will be as follows:—

For Pass.—An officer will be required to obtain 5 in each subject [*i.e.* in (c) and in each of the subheads of (d)]. An officer who fails

will be required to pass in all subjects at a future examination, unless the failure is in one subject only, in which case he will only be required to be re-examined in that subject; but an officer who has obtained exemption in any subject by reason of a Chatham certificate, must pass in all the remaining subjects of (c) and (d) at one examination.

For Special Certificate.—An aggregate of '75, together with '5 in each subject will be required for a special certificate.

An officer who obtains '8 in a subject will be entered on the printed list sent to General Officers Commanding as "distinguished" in that subject; and the fact will then be recorded by his Commanding Officer in the Confidential Report, Army Form B 194.

The standard for subject (e) will be '5 for a pass, and '8 for "distinguished."

REGIMENTAL DUTIES.

PART I.

Containing the subjects in which an examination is held for promotion to the rank of Lieutenant, Captain, and Major.

DISCIPLINE.

Q. WHAT instructions are given to C.-officers with reference to the **prevention of crime**?

A. They are to use every effort to prevent crime and to firmly suppress any tendency to screen its existence. *Q.* vi. 1.

Q. How should **first offences** be treated?

A. For cases not of an aggravated type admonition is the most suitable treatment, and punishment should only be resorted to when it is manifest that this has failed to have effect.

Q. State the main principles which should guide officers and N.-C. officers in dealing with soldiers.

A. The methods of command and treatment should be such as to ensure discipline and at the same time foster self-respect. The use of intemperate language or an offensive manner must be carefully avoided. *Q.* vi. 2.

Q. When occasion arises for **reproving a N.-C. officer** what precautions should be taken?

A. That the reproof is not given in the presence of privates, unless it be necessary for the benefit of example that the reproof be public. *Q.* vi. 4.

Q. Describe the **responsibility of officers** with respect to the maintenance of discipline.

A. They are to aid and support their C.-officer, and notice, repress, and report any negligence or impropriety, whether on or off duty, in N.-C. officers or soldiers of their own or any other corps. *Q.* vi. 6.

Q. What instructions should be given to soldiers as to their dealings with civilians?

A. Deference must be paid to magistrates and civil authorities, and civility and courtesy be used to all classes.

Q. vi. 7.

Q. What are the regulations as to military discussions or **testimonials** having the object of conveying praise or blame to superiors or other officers?

A. They are forbidden in every form, and officers even when leaving the service are not allowed to receive presents of any kind. Q. vi. 8.

Q. In applying for appointments to the C.-in-Chief, are officers allowed to forward written recommendations as to their character or services?

A. No; but they can forward the names of officers under whom they have served. Q. vi. 9.

Q. Can officers on full pay serve on the board of public companies?

A. Not without permission from the C.-in-Chief. Q. vi. 10.

Q. What are the regulations as to officers and soldiers taking part in **political or party meetings**?

A. They must not take part in any procession or meeting in the vicinity of camps or quarters, or attend any meeting, wherever held, in uniform. Q. vi. 11.

Q. What restrictions are placed on military men **writing to the Press**?

A. Without special authority they must not give directly or indirectly any information relative to the numbers, movements, or operations of troops or details regarding fortifications, armaments, or experiments made in connection with military matters. They are not to prejudice matters under investigation by publication, anonymous or otherwise, of their opinions. Q. vi. 13.

Q. Define the term **commanding officer**.

A. An officer whose duty it is, in accordance with the regulations and usual custom of the service, to deal with

offences, and either dispose of them on his own authority or refer the cases to superior authority. Q. vi. 15.

Q. Is the term used in any other sense?

A. Yes, in some portions of the Army Act it means simply the senior officer who is in command.

Q. Has the C.-officer of a detachment the full power of punishment of a C.-officer of a corps?

A. Yes, but the power may be restricted to any extent if he be under the rank of substantive major. Q. vi. 16.

Q. By whom can this be done?

A. By the C.-officer of the corps to which the detachment belongs if in the same command, or otherwise by the officer commanding the garrison or station.

Q. When may detachments be associated together for the purposes of discipline under one command?

A. On embarkation or other special occasions. Q. vi. 17.

Q. What measures are ordered to secure that soldiers shall have a general knowledge of the provisions of the Army Act?

A. Sections 4 to 44, which include the crimes and their punishments, are to be read and published at the head of every corps once in every three months. Q. vi. 18.

Q. When an offence of a serious character is committed the offender is taken into military custody. What is meant by this?

A. Arrest in the case of an officer or N.-C. officer; confinement in the case of a soldier. Q. vi. 21, 29.

Q. Explain what is meant by arrest.

A. An officer or N.-C. officer under close arrest is not allowed to leave his tent or quarters. When under open arrest he may take exercise at stated periods within defined limits, but must not appear in any place of public resort. An officer under arrest must always wear uniform, but without sword, sash, or belts. Q. vi. 22, 23, 27.

Q. Can any officer order the arrest of an offender?

A. An arrest can only be ordered by the senior officer present when the offence is committed, except in the case of

a "quarrel, fray, or disorder," when a junior officer may order the arrest of a senior who is engaged in the disturbance. S. 45.

Q. Describe the procedure in putting an officer under arrest.

A. An officer is put under arrest either directly by the officer who orders it, or more generally through the medium of a staff-officer. The order may be written or given verbally. On being put in arrest an officer is deprived of his sword, and becomes to all intents and purposes a prisoner. M. iv. 2.

Q. In cases where immediate action is not necessary what course is pursued?

A. The circumstances are reported to the C.-officer of the offender, who will ordinarily not place him under arrest until he has satisfied himself that it will be necessary to proceed with the case, and report it to superior authority. Q. vi. 25.

Q. Describe the checks that exist against a rash exercise of the power of arrest.

A. When an officer is placed under arrest, whether afterwards released or not, his C.-officer must report the case at once to the General commanding the district or station. Unless an arrest has been made in error an officer should not be released without the sanction of the highest authority to whom the case may have been referred. Q. vi. 24, 25.

Q. Has an officer placed under arrest the right of demanding a court-martial?

A. No; nor can he refuse to return to duty if released by proper authority. Q. vi. 26.

Q. What redress has an officer who considers that he has been wrongfully put in arrest, or is otherwise aggrieved?

A. If after due application to his C.-officer he does not receive the redress to which he may consider himself entitled, he may prefer a complaint through the proper channel of communication to the C.-in-Chief. S. 42.

Q. What is the usual course taken in arresting N.-C. officers?

A. *If a N.-C. officer is charged with a serious offence, he is placed under arrest by the senior officer or a N.-C. officer on the spot. In cases of doubt the arrest may be delayed, and if the offence is not of a serious nature it may be disposed of without previous arrest.* Q. vi. 27.

Q. State the regulations bearing on the case of barrack-sergeants.

A. *From the nature of his position, a barrack-sergeant cannot readily be replaced. Complaints against him should be referred to the local officer in charge of the barracks, and arrest only be resorted to in extreme cases. Barrack-sergeants serving on their army engagements will, on committing offences, be dealt with as other N.-C. officers of their rank. In the event of a barrack-sergeant being a pensioner, a court of inquiry will be assembled to investigate the case, and the proceedings will be forwarded to the adjutant-general.* Q. vi. 28.

Q. Is putting in arrest the only method of dealing with officers and N.-C. officers?

A. *No. In exceptional cases an offender may be placed in charge of a guard, sentry, or provost-marshal.* Q. vi. 21.

Q. Explain what is meant by **confinement**.

A. *A private soldier charged with a serious offence is confined in the guard-room, prisoners' room, or guard-room cells, or placed in charge of a guard, sentry, or provost-marshal.* Q. vi. 29.

Q. On what occasion is a prisoner confined in the cells?

A. *When he is drunk or violent, or when from any cause it is desirable that he should be kept alone.*

Q. Describe the procedure in confining a soldier.

A. *He should be sent to the guard-room under escort. When a N.-C. officer has to confine a soldier for any offence, he must invariably obtain the assistance of one or more privates to conduct the offender to the guard-room, and*

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except under unavoidable circumstances should himself avoid in any way coming in contact with him. Q. vi. 30.

Q. Is there any restriction placed on the power of young N.-C. officers to confine soldiers?

A. Except in cases of personal violence, or when on escort or detached duties, lance-corporals or acting-bombadiers with less than four years' service will not confine private soldiers, but will report the offence to the orderly-sergeant, who will act as the circumstances of the case may require.

Q. What arrangements are made for the custody of soldiers confined on the line of march?

A. A soldier may be committed, by an order signed by his C.-officer, for temporary detention to any prison, police-station, lock-up, or other place of confinement for a period not exceeding seven days. Q. vi. 29.

Q. What special precautions should be taken when a soldier is confined in a state of drunkenness?

A. He should be searched, and knives or other weapons taken from him, and if violent he may be deprived of his boots. If possible he should be confined alone, and be visited every two hours by a N.-C. officer of the guard with escort. Q. vi. 31.

Q. Is bedding allowed to prisoners in confinement?

A. Prisoners in confinement for trial by court-martial, or pending inquiry, if their detention exceeds two days, are allowed bedding. In severe weather they may also be provided with such bedding as is necessary. Q. vi. 33.

Q. Under what circumstances is it unnecessary to confine an offender?

A. He is not to be confined in the case of minor offences as a rule, or when, having confessed some offence in relation to desertion or enlistment, the investigation cannot at once be completed. Q. vi. 29, 32.

Q. How is an offender treated against whom a charge for a minor offence is pending?

A. He will attend all parades, but not be detailed for

duty or allowed to quit barracks until his case has been disposed of. Q. vi. 29.

Q. Is an offender in military custody liable to be called upon to perform military duties?

A. Only such duties as may be necessary to relieve him from the charge of any cash, stores, accounts, or office of which he may have charge or for which he is responsible. He is not permitted to bear arms except in cases of emergency or on the line of march. Q. vi. 35.

Q. Specify the regulations governing the release of prisoners from confinement.

A. If confined in the regimental guard-room he can only be released by the authority of the C.-officer of the regiment, and if in a garrison guard-room by the authority of the officer commanding the garrison. M. iv. 11.

Q. What is the first duty of an officer or N.-C. officer who confines a soldier?

A. To forward to the commander of the guard a written account (termed the "crime") of the offence with which the soldier is charged. If the "crime" is not delivered at the time of committal a verbal report to the same effect is made. It should always be sent in as soon as possible, and its delivery should never be delayed beyond twenty-four hours. Q. vi. 19. S. 21. 45.

Q. Describe the further action to be taken by the commander of the guard.

A. He must insert in the guard report the name and offence of the prisoner and the name of the person committing him. This report is sent in to the proper authority when the guard is relieved, and in any case within twenty-four hours, and the original "crime," or a copy thereof, is forwarded at the same time to the C.-officer of the prisoner. Q. vi. 19. S. 21.

Q. In the event of the "crime" not being forwarded what course would be taken?

A. The fact would be noted in the guard report, and at the expiration of twenty-four hours after the time of

committal a special report must be made by the person in charge of the guard to his superior officer, who would call on the committing officer for an explanation. M. iv. 16.

Q. What is the duty of the C.-officer or other superior officer to whom the guard report is furnished?

A. If the "crime" or other evidence sufficient to justify the detention of the prisoner is not forthcoming, he will, at the expiration of forty-eight hours from the time of committal, order the release of the prisoner. Q. vi. 19.

Q. In investigating a charge which is not to be disposed of summarily, what special caution is given?

A. The officer dealing with the case should avoid any expression of opinion as to the guilt or innocence of the person charged. Q. vi. 36.

Q. Where are the charges for offences of N.-C. officers and soldiers recorded?

A. The charges against N.-C. officers, and men who have been committed to military custody are entered in the guard report (B. 160) by the commander of the guard when the "crime" is rendered. Charges for minor offences, in respect of which soldiers have not been taken into custody, are entered in the minor offence report (B. 281). Entries against N.-C. officers who have not been taken into charge of a guard will be entered in the guard report or minor offence report at the orderly room. Q. vi. 37.

Q. What is the rule as to investigating charges?

A. They should be investigated without delay, in the presence of the prisoner, by officers commanding squadrons or companies, who will dispose of minor offences.

Q. What is done in the case of more serious offences?

A. They are investigated and disposed of daily by the C.-officer at the orderly room in the morning (Sundays, Good Friday, and Christmas Day excepted). Officers commanding the prisoner's squadron or company are to attend with the company defaulter book.

Q. May a prisoner be remanded by the C.-officer for further enquiry?

A. Yes, from day to day, the order for remand being entered in the day's guard report.

Q. Explain the necessity for investigation taking place without unnecessary delay.

A. Every case of detention in custody for more than 48 hours (Sundays, Good Friday, and Christmas Day being excepted) without investigation must be reported to the General Commanding. R. 2.

Q. What precaution is adopted when a soldier is charged with drunkenness?

A. Twenty-four hours is usually allowed to elapse before investigation. Q. vi. 31.

Q. In what documents are the awards entered?

A. The award of the C.-officer will be entered in the guard report (or minor offence report) and be signed by him. The awards by officers commanding companies will be reported to the C.-officer before the hour for the disposal of prisoners, and together with any remissions or remarks which he may think fit to make will be entered in the minor offence report for the day. Q. vi. 38.

Q. What becomes of the minor offence report?

A. After being signed by the C.-officer, it is attached to the guard report of the day. Q. vi. 38.

Q. What offences can a C.-officer dispose of summarily, or try by regimental court-martial without reference to superior authority?

A. Offences of the private soldier which are not punishable by death or penal servitude, and are not felonious, disgraceful, or disloyal, or affecting billeting, or impressment of carriages, and the crimes of perjury or contempt of court, or enlisting after having been discharged with disgrace. The various sections of the Army Act which can be enforced are mentioned in detail in Q. vi. 39.

Q. Describe the procedure in dealing with offences not mentioned in the foregoing list.

A. The C.-officer may (1) refer the charges to superior authority with application for a general or district court-

martial, (2) apply to a superior for permission to deal with the case himself, or where delay is inexpedient (3) deal with the case and report his reasons for doing so to the superior authority to whom he would otherwise have referred the case.

Q. Under what circumstances should the charges against a prisoner be **dismissed**?

A. Whenever it appears doubtful that the evidence will lead to a conviction. Q. vi. 40.

Q. Is there any exception to this rule?

A. Yes. In those cases in which it is desirable that the guilt or innocence of the prisoner should be definitely decided.

Q. Within what period of the date of commission of an offence must its investigation and **trial commence**?

A. No person can be tried for an offence if three years have passed since its commission; and if the offender has ceased to be subject to military law, the trial must take place within three months of the date of h's ceasing to be so subject. S. 158, 161.

Q. Are there any exceptions to above rule?

A. Yes. Mutiny and desertion on active service can always be tried. Desertion (not on active service) and fraudulent enlistment can also always be tried, unless a man has served in an exemplary manner for three years since the commission of the offence. S. 161.

Q. What does **exemplary manner** mean?

A. That a soldier has had no entry in his Regimental Defaulter Sheet for a continuous period of three years.

Q. vi. 41.

Q. If on investigation of the charge for an offence sufficient evidence is not forthcoming, what is the usual procedure?

A. In a serious case the accused is released and ordered to duty without prejudice to his re-arrest at a future time. In other cases, if there is no probability of evidence being procured within a reasonable time, the charge should be dismissed. Q. vi. 42.

Q. When, during the investigation of a charge, another offence comes to light which cannot immediately be dealt with, what course is pursued?

A. The investigation and trial of the original offence may proceed, and the charge for the other offence be dealt with subsequently. Q. vi. 43.

Q. Are there any special peculiarities attending the trial of **schoolmasters**?

A. Before proceeding with the trial at home stations the case must be referred to the Adjutant-General. At stations abroad the trial will be carried out under the order of the General Commanding. Reports of all trials when confirmed must be sent to the Adjutant-General. Q. vi. 44.

Q. State the further regulations as to the punishment of schoolmasters.

A. All instances of drunkenness are to be reported to the Adjutant-General before the case is disposed of, and all offences of any character are to be entered in the monthly school reports and annual confidential report. (C. 2108.)

Q. A soldier already under sentence of court-martial commits a second serious offence. When should the trial take place?

A. At once. Q. vi. 45.

Q. When an officer's **character** or conduct has been **publicly impugned**, what course should he take?

A. He should submit the case within reasonable time to his C.-officer or other competent military authority for investigation. Q. vi. 46.

Q. Pending investigation an officer may be **suspended from duty**. What does this mean?

A. He is placed under the same restrictions as an officer in open arrest.

Q. State briefly the **punishments** which can be summarily awarded by a C.-officer.

A. Imprisonment up to 168 hours ; or up to 21 days for the offence of absence without leave.

Deprivation of pay up to five days for absence without leave.

Fines up to 10 shillings for drunkenness.

Stoppage of pay to make good damages, &c.

Confinement to barracks up to 28 days.

Extra guards and picquets. Q. vi. 47.

Q. A soldier is absent for 4 days, 9 days, and 15 days. What is the greatest amount of imprisonment that could be inflicted in each case?

A. 168 hours, 9 days, 15 days. *In the case of absence without leave exceeding 7 days, the number of days imprisonment must not exceed the number of days absent.*

Q. Can imprisonment be combined with another punishment?

A. Yes; but when imprisonment exceeding 7 days is awarded for absence without leave, no minor punishment must be added in respect of the offence of absence. **Q. vi. 47 (1).**

Q. When does imprisonment commence?

A. If awarded in days, on the day of award; when in hours, at the hour at which the prisoner is received into prison; or, if the prisoner cannot sooner be received, not later than 24 hours after the usual hour of committal on the day of award. **R. 6.**

Q. To what extent may imprisonment and confinement to barracks be combined?

A. A single award must not exceed 28 days, and the confinement to barracks takes effect at the termination of the imprisonment. **Q. vi. 47 (4).**

Q. Can a soldier while a defaulter be awarded further punishment for a second offence?

A. Yes; subject to the restrictions that no soldier shall be imprisoned by summary award for more than 7 consecutive days (except for absence without leave), and that the whole extent of consecutive punishment shall not exceed 56 days in the aggregate. **Q. vi. 47 (5).**

Q. A defaulter confined to barracks is awarded for a

second offence 168 hours H. L. How does this affect him?

A. He is put in cells on the day of the award, and when his imprisonment is over he completes the unexpired days of his confinement to barracks.

Q. But does not the confinement to barracks and imprisonment run **concurrently**?

A. No. All commanding officers' punishments are cumulative, and he does not in any way escape his original sentence of confinement to barracks (subject only to the total amount of his punishment not exceeding 56 days). Q. vi. 47 (5).

Q. In depriving a soldier of pay for absence, what constitutes a day?

A. Six hours. P. W. 825.

Q. Is there any exception to this?

A. Yes. Any less period constitutes a day when the soldier by reason of his absence escaped some military duty which was thrown on another person. P. W. 825.

Q. What main condition must always be borne in mind in awarding a sentence of **deprivation of pay**?

A. That the number of days' pay of which a man is deprived must not exceed the number of days of the week during any portion of which he was absent.

Q. State generally the regulations as to deprivation of pay.

A. A soldier is liable to deprivation of one day's pay for any period of six hours continuous absence, and where the absence extends over twelve hours he is liable to deprivation of one day's pay in respect of any day reckoned from midnight to midnight during any portion of which he was absent. He is also liable to lose a day's pay for any day in which, by reason of his absence, however short, a duty that ought to be performed by him was thrown upon some other person. An additional 6 hours goes to form the second day. S. 138, note.

Q. Is the deprivation of pay for absence not exceeding five days compulsory?

A. No; and a C.-officer may award a forfeiture less than the maximum as reckoned by the above rule.

Q. How is a soldier's pay affected who is absent over five days?

A. It is necessarily forfeited as a consequence of his absence, and no award is necessary. P. W. 824.

Q. State briefly how the offences of N.-C. officers can be summarily dealt with.

A. They can be

(a) *Admonished—no entry in defaulter-book except in cases involving forfeiture of pay.*

(b) *Reprimanded or severely reprimanded.*

(c) *Deprived of acting or lance rank.*

(d) *Deprived of an appointment.*

Q. vi. 49; vii. 113.

Q. Give some details as to punishment drill.

A. It is carried out in marching order, and is not to last for more than one hour at a time, or for more than four hours in the day (two in the mounted corps). It is not to take place after retreat, on Sundays, or in any way so that the defaulters shall be exposed to ridicule. Q. vi. 48.

Q. For how long may punishment drill be ordered?

A. For the first fourteen days of a sentence of confinement to barracks. Q. vi. 47.

Q. If a man is sent to hospital or employed on duty while a defaulter, is he required to make up the punishment drill or confinement to barracks for the days missed?

A. No. Q. vi. 47 (6).

Q. When are extra guards or picquets ordered?

A. As a punishment for irregularities when on or parading for those duties. Q. vi. 47 (f).

Q. May a private soldier be reprimanded?

A. No; but he may be admonished. Q. vi. 49.

Q. What powers of punishment are delegated to officers commanding companies?

A. They can award minor punishments not exceeding 7 days C. B., and fines for drunkenness. In the case of officers under three years' service, the power of award may be limited to three days C. B. Q. vi. 51.

Q. Can a C.-officer alter the award given by a company officer?

A. He may remit or reduce the punishment, but cannot increase it. It is also his duty to report to the Adjutant-General any officer who appears incapable of giving fair and just awards.

*Q. When is the **absence** without leave of a soldier reckoned to **terminate**?*

A. As soon as he is taken into custody. Q. vi. 52.

Q. What considerations should influence a C.-officer when deciding on a punishment for the offence of absence without leave?

A. He should have regard to the place of surrender or apprehension, the circumstances attending the absence, and the period subsequently passed in detention before the case is disposed of.

Q. State briefly the regulations as to notifying in Regimental Orders the names of men absent without leave.

A. The names appear in Regimental Orders the day after the man returns, but in the case of absence under five days, no record is made unless the C.-officer orders forfeiture of pay. Q. vi. 53.

Q. How are cases of offenders detained in hospital dealt with?

A. If the illness is due to an offence under the Army Act committed by the soldier, the medical officer in charge will certify to that effect, and the soldier will in consequence forfeit all his pay without residue while in hospital.

Q. vi. 54.

Q. In the event of a soldier being admitted into hospital before his case is investigated, what course is pursued?

A. If there are grounds for supposing that his illness is due to the commission of an offence under the Army Act, the C.-officer will hold a preliminary inquiry sufficient to enable the medical officer to furnish or refuse the certificate, and remand the case for disposal on the man's discharge from hospital.

Q. Specify the measures taken to prevent concealment of disease?

A. All soldiers affected with venereal disease are to report themselves sick without delay, an order to this effect is to be read out to each corps once in three months, and to be brought specially to the notice of all recruits. Any concealment of disease will be dealt with as "neglect of orders." Q. vi. 55.

Q. A N.-C. officer is convicted by the civil power. What action must be taken by the military authorities?

A. The case must be reported to the General Commanding, who will decide whether he will recommend the C.-in-Chief to reduce the offender. Q. vi. 56.

Q. How can the record of an illegal or excessive punishment be altered?

A. Within one year of the award it may be reduced or cancelled by the General Officer Commanding. After the expiration of a year the case must be referred to the C.-in-Chief. Q. vi. 57.

Q. In what terms should a soldier's character be recorded?

A. Exemplary: very good: good: fair: indifferent: bad: very bad. The prefix "latterly" or "formerly" may be used when necessary, the period covered by the prefix being stated. Q. vi. 50.

Q. What is meant by an aggravated offence of drunkenness?

A. Drunkenness on the march, on duty, or when warned for duty, or when by reason of his drunkenness an offender is found unfit for duty. S. 44.

Q. What is included in the terms drunk on duty, and drunkenness on the march?

A. The former includes drunkenness on parade and on the line of march, and the latter includes drunkenness during the whole period between the dates of departure and arrival at destination. Q. vi. 62.

Q. What is meant by an act of simple drunkenness?

A. Any act which is not an aggravated one, as above defined.

Q. How are aggravated cases of drunkenness dealt with?

A. They may either be punished summarily or tried by court-martial.

Q. How are cases of simple drunkenness treated?

A. A soldier must be summarily punished for them unless four instances of drunkenness have been recorded against him in the defaulters' book within the twelve months preceding the date of the offence under disposal.

For the fifth and from the fifth to the eighth offence in any one year, it is optional with C.-officers to try the case or dispose of it summarily.

For the ninth offence in any one year the offender should as a rule be tried, but exception may be made to this rule, if within the twelve months the soldier has already been convicted by C.-martial of simple drunkenness (unaccompanied by any other offence). Q. vi. 59.

Q. How are the twelve months or year reckoned?

A. Without any deduction on account of forfeiture of service or absence from duty.

Q. Has a soldier a right to be tried instead of submitting to a summary award?

A. He can demand to be tried by district C.-martial if sentenced to fine or imprisonment, or deduction from his ordinary pay. S. 46.

Q. In such a case should he be tried by regimental C.-martial?

A. Yes; if he does not demand a district C.-martial. R. 7.

Q. By what arrangement are soldiers prevented from evading the consequences of drunkenness by absenting themselves until they are sober?

A. Discretionary power is given to C.-officers to mark cases of absence in the soldiers' defaulter-sheet with the letter D. Q. vi. 60.

Q. What is the effect of this?

A. The entry is reckoned as an instance of drunkenness for the purpose of computing a future fine, but not to determine liability to trial. No fine can of course be awarded for the offence of absence. Q. vi. 60, 63.

*Q. Write down the **scale of fines** for drunkenness.*

A. I. For the first and second instances during a soldier's service, no fine.

II. For the third and every subsequent instance.

(a) If within 3 months of previous instance, 7s. 6d.

(b) If over 3 months and within 6 months, 5s.

(c) If over 6 months and within 9 months, 2s. 6d.

(d) If over 9 months no fine.

III. The period during which a prisoner is absent from duty by reason of his imprisonment or absence without leave is to be deducted, and not to be reckoned in the period since the last instance in computing a fine.

IV. For the fifth or any subsequent offence within twelve months (reckoned without any deduction) an additional fine of 2s. 6d. is to be added to the above amounts. Q. vi. 63.

Q. Is there any variation in the scale when applied to Colonial corps?

A. Only half the amounts are levied.

*Q. What course is followed when a case of simple **drunkenness** is combined with a more serious offence which is to be tried?*

A. If the offender is liable to trial for the drunkenness, the C.-officer may, if he thinks fit, prefer a charge of drunkenness. If he does not do so, or if the offender is not liable to trial, a fine is imposed if the soldier is liable thereto, or a note made in the punishment column of "no punishment: awaiting trial on another charge." Q. vi. 62.

*Q. Has a C.-officer any **discretionary power** in dealing with fines?*

A. No. The scale is a compulsory one, and cannot be varied where applicable. It only applies to private soldiers. S. 183.

Q. When may confinement to barracks be added to a fine?

A. In aggravated cases, and when the attendant circumstances increase the gravity of a simple case. Q. vi. 64.

Q. Under what circumstances may imprisonment be added to a fine?

A. Only in cases triable by C.-martial, and when the amount of unpaid fines amounts to 20s.

Q. In what manner is the amount of a fine recovered from a soldier?

A. By a daily deduction from his pay, and care must be taken that he has, after all stoppages, a residue of at least 1d. a day left him. Q. vi. 65.

Q. Are fines recorded in the regimental defaulters' book?

A. Only awards of 7s. 6d. and upwards (half the amount in Colonial corps). Q. vi. 66.

Q. Under what circumstances would a C.-officer apply to superior authority to deal with an offence?

A. It is left to his discretion to deal with the offences referred to in Q. vi. 39, either by disposing of them summarily, trying them by regimental court-martial, or referring them to superior authority. All more serious offences must be referred except in cases of emergency. Q. vi. 69.

Q. What power is reserved for dealing with cases where delay is inexpedient?

A. They may be disposed of by the officer to whom the charge has been submitted without reference to higher authority, but a report must be made at once to the officer to whom the case would have been in ordinary course referred. Q. vi. 72.

Q. Within what period after a prisoner has been remanded for trial should a C.-martial be assembled?

A. It should be convened as soon as possible, but the delay in ordering a regimental C.-martial to assemble, or in applying for a superior court, should never exceed 36 hours, and a general or district court must be assembled within 8 days, or a special report must be made to the General Officer in command. Q. vi. 20. M. V. 27. S. 45.

Q. Does the fact that a soldier has been tried by an inferior court without reference to higher authority invalidate the proceedings?

A. No. The conviction if otherwise sustainable holds good. Q. vi. 73.

Q. Who is the superior authority to whom cases should be referred which cannot be disposed of regimentally?

A. The General Officer Commanding the district or an officer appointed by him. Q. vi. 74.

Q. What courses are open to the superior authority to whom the case is referred?

A. (a) Refer the case to a superior.

(b) Direct the case to be disposed of summarily or by regimental C.-martial.

(c) Try it by general or district C.-martial if he has power to convene such courts. Q. vi. 70.

Q. In deciding on the description of C.-martial to be convened, what considerations should be borne in mind by the officer to whom a case has been referred?

A. If an offender bears a good character, or is a young soldier, or has acted in ignorance, or without premeditation, or under provocation, or if it is a first offence, a regimental C.-martial may be sufficient; otherwise a district C.-martial should be assembled. A general C.-martial should be reserved for aggravated cases of offences punishable by death or penal servitude. Q. vi. 75.

Q. Explain how the status of the prisoner would affect the nature of the court to be convened?

A. N.-C. officers above the rank of corporal are not to be tried by regimental C.-martial (except in case of emergency and on board H.M.'s ships). Warrant officers (not holding an honorary commission) and persons subject to

military law who do not belong to H.M. Forces, must be tried by a court other than a regimental one.

Officers, warrant-officers holding honorary commissions, and every person ranking as an officer can only be tried by a general C.-martial. Q. vi. 5; xvii. 90. S. 182, 184.

Q. When soldiers are tried for **offences in relation to enlistment**, what evidence is produced as to their previous character?

A. Their character and former convictions while serving under previous attestations are to be obtained, as well as civil convictions for offences while in a state of absence or desertion. The court will be guided by the above in dealing with the case; but if the soldier is held to serve on his last attestation, no further record of them will be preserved. Q. vi. 76.

Q. How must **offences punishable with death or penal servitude** be dealt with?

A. The court for their trial must be assembled by an officer who has power to convene a general C.-martial. Q. vi. 71.

Q. In the cases of **offences against superiors**, what main principles should be borne in mind?

A. An offence having relation to the office held by a superior is of greater gravity than an offence against him as an individual apart from his office. The greater the distance in position between the offender and the superior the greater the offence. Q. vi. 77.

Q. How is the crime of **theft from a comrade** usually dealt with?

A. Except in very complicated cases it is tried by court-martial, and visited by a more severe punishment than would be inflicted by a civil court. Q. vi. 78.

Q. The accounts of a **pay-sergeant** are defective—what charges would be usually brought against him?

A. One of fraud under S. 17 or S. 18, and in the event of intent to commit a fraud being doubtful, an alternative charge of neglect of duty under S. 40 may be added. Q. vi. 79.

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Q. By what authority should a **regimental C.-martial** be convened?

A. By the C.-officer of the person charged. Superior officers, in disposing of a case by regimental C.-martial, should direct the C.-officer to convene the court instead of doing so themselves, unless the C.-officer is unable to form an adequate court from the officers under his command. Q. vi. 81.

Q. Is there any restriction as to the **rank** of the **president** of a district C.-martial?

A. No; but, except in cases of great emergency, a district C.-martial should not be convened unless an officer of the rank of captain is available as president. Q. vi. 80.

Q. How would a N.-C. officer be dealt with who leaves his post without authority?

A. He should be charged under Sec. 6 (b), and not under S. 40. Q. vi. 82.

Q. Distinguish between the position of a **stableman** and a soldier of a stable-guard or picquet.

A. A man engaged in taking care of horses or stables is not to be regarded as a "sentry" unless he is regularly posted as a sentry (with or without arms) and regularly relieved. Q. vi. 83.

Q. How is repayment made to the public for a **free kit** improperly obtained?

A. The value is stated in the particulars of the charge, and the court places the offender under stoppages to make good the amount. Q. vi. 84.

Q. What rules should be observed in preferring charges as to **making away with regimental necessaries**, &c., under S. 24?

A. The application of the section is strictly limited to the articles therein specified. In the absence of evidence of some positive act of pawning or selling, the charge of making away with cannot be sustained, and it will be sufficient to prefer one of "losing by neglect." Q. vi. 85.

Q. Is it necessary, that the **value of articles** which have to be made good be stated in the charge?

A. Values must always be stated in the particulars of the charge except in the case of regimental necessities, which are the property of the soldier.

Q. Explain the reason of this exception.

A. The soldier has committed a military offence in being deficient of necessities, and is therefore tried, but the replacing them is a mere matter of account between the soldier and his captain, and therefore no reference to their value is necessary. Q. vi. 86.

Q. Are the articles mentioned in the charge again enumerated in the sentence?

A. Yes ; when the values are given, but all reference to them is omitted when values are not attached. Q. vi. 88.

Q. How is the value of articles of **Government property** computed?

A. The clothing regulations enable the value of part-worn articles to be calculated, and the various equipment regulations give the value of other articles. The actual value must as far as possible be determined. Q. vi. 87.

Q. What course is followed when a soldier is arraigned on a serious charge while charges for **minor offences** are **pending** against him?

A. The convening officer may use his discretion in striking out any minor offence, except in the case of drunkenness, which is specially legislated for. Q. vi. 62, 91.

Q. Is there any objection to sending officers and soldiers home from foreign stations with charges pending against them?

A. Yes. Charges should, as far as possible, be dealt with at the places where the offences took place. Q. vi. 92.

Q. In trials by court-martial may a **change of venue** be ordered?

A. Yes, if there is reasonable cause, but no change of place must be made which would in any way prejudice the prisoner in his defence. Q. vi. 93.

Q. Who could order a change of place of trial?

A. A General Commanding to any place within his command ; otherwise application must be made to head-quarters for removal, and the court will be convened under the orders of the General by whose command the prisoner is removed.

Q. How is the attendance of military and naval witnesses from distant stations procured ?

A. By application to the General Commanding their district, and to the Adjutant-General in case of naval and marine witnesses. Q. vi. 94.

Q. What are the rules as to young officers attending court-martial for the purpose of instruction ?

A. They are to attend all regimental courts and such higher courts as may be ordered for at least six months after joining.

Q. Who appoints the prosecutor, and how is one fitted to deal with a difficult case obtained ?

A. The convening officer. Application for specially qualified officers can always be made to higher authority. Q. vi. 97.

Q. Specify the duties of the prosecutor.

A. He is to take care that all the facts of the case are brought before the court, and that no material fact is omitted which would tell in favour of the prisoner. If the prisoner was drunk when he committed the offence, and the charges against the prisoner do not allege drunkenness, the fact should be brought out in evidence.

Q. What is the rule as to the number of members to be detailed for a court-martial ?

A. For general C.-martials two or four extra members are detailed. For district or regimental courts the legal minimum of members is sufficient, but waiting members to meet the case of reduction or challenge should always be ordered to attend. Q. vi. 99.

Q. What regulations govern the rank of officers appointed to serve on courts-martial ?

A. A general officer or colonel should always, if available, be appointed president of a general C.-martial. When a C.-officer is to be tried, as many members as possible should

have held commands equivalent to that held by the prisoner.

Q. vi. 101.

Q. At what hour do courts-martial assemble?

A. Usually at 10 a.m. or 11 a.m., and the members sit for six or at the most eight hours during each day.

Q. vi. 102.

*Q. What is the rule as to the **medical examination** of prisoners?*

A. They are examined on the morning of each day of the trial, and no prisoner is to be brought before a C.-martial if, in the opinion of a medical officer, he is unfit to undergo his trial. Q. vi. 103.

Q. State any further precautions taken.

A. Prisoners are attended by an escort, and soldiers are deprived of their caps and any articles they might use as a missile. They are not to be handcuffed unless their violence renders it necessary. Q. vi. 34, 103.

Q. Are the originals of documents furnished in evidence to be annexed to the proceedings?

A. Not as a rule. Certified copies are sufficient. Q. vi. 104.

*Q. Specify some of the considerations that should influence a C.-martial when **passing a sentence**.*

A. The court should have regard to the nature and degree of the offence, the extenuating or aggravating circumstances attending it, and the character and previous convictions of the prisoner. For a first offence the sentence should be light, and short sentences are preferable to long ones, except in the case of hardened offenders.

Sentences of six months' imprisonment should be reserved for an offence under S. 32, or for grave cases of—

Striking a superior officer.

Disobeying a lawful command.

Desertion or fraudulent enlistment.

False evidence and false accusations.

Theft and frauds.

A punishment of from three to six months' imprisonment should suffice for minor cases of the above offences, and for

aggravated and repeated cases of the commoner and less heinous military crimes. From one month to three months, imprisonment is sufficient for the ordinary crimes incident to military life and young soldiers.

A year's imprisonment should only be awarded in cases of disgraceful conduct of an unnatural kind, gross violence to superiors, repeated desertion or fraudulent enlistment, or in the case of persistent offenders whom ordinary punishment cannot restrain. Q. vi. 106.

Q. In passing sentence on a soldier who is already undergoing a sentence of imprisonment, what regulations must be borne in mind?

A. Sentences are not cumulative. The second sentence will be deemed to commence at the date of the president's signature to the original proceedings. The limit of two years' consecutive imprisonment in all must not be exceeded. Q. vi. 107.

Q. Describe the **wording** of all sentences of imprisonment.

A. Imprisonment not amounting to six calendar months will be awarded in days. Terms of one year and two years exactly will be awarded in years. All other terms of imprisonment will be awarded in calendar months, or, if required, in calendar months and days. Q. vi. 108.

Q. State the regulations as to the restitution of stolen or embezzled property.

A. The prisoner may be put under stoppages in respect of the property stolen or unlawfully obtained, and any sum of money found on him may be sequestered. The C-in-Chief, or the confirming authority, may also order the restitution of the property to its lawful owner. In cases where theft is coupled with desertion, reference is to be made to the Secretary of State for War. Q. vi. 109. S. 75.

Q. Give the rules governing sentences of penal servitude and imprisonment over twelve months passed on soldiers serving abroad.

A. The prisoner must be sent to a prison within the United Kingdom unless he belongs to a class that has been

specially exempted by reason of birthplace, climate, or place of enlistment. Q. vi. 110. S. 131.

Q. Explain the duties of a confirming-officer.

A. *He should regulate the amount of punishment awarded, and take care that no sentence is heavier than the interests of discipline and the merits of the case require. He is responsible that the findings and sentence are legal.*

Q. vi. 111.

Q. How can a confirming-officer make known his opinion on a case?

A. *His observations are recorded at the end of the proceedings, and are promulgated if he thinks it desirable.*

Q. vi. 112.

Q. Is there any exception to this?

A. *Yes. Any comment on the inadequacy of a sentence must not form part of the minute of confirmation, but must be embodied in a separate minute or order.* Q. vi. 112.

Q. Can a confirming-officer comment on a finding of acquittal?

A. *No observations must be annexed to the proceedings, but a separate letter on the subject may be forwarded to superior authority.* Q. vi. 113.

Q. What course is pursued by the confirming officer when the proceedings appear illegal?

A. *He should withhold confirmation.*

Q. But supposing he has confirmed the proceedings before he has found out the illegality?

A. *The proceedings are not out of his power until they are promulgated. If this has not taken place he will direct the record of conviction to be removed and the soldier to be relieved from all consequences of his trial.* Q. vi. 114.

Q. Suppose the proceedings to be not illegal but merely irregular?

A. *The conviction will take effect, but the confirming-officer will reduce the sentence if he thinks such a course due to the prisoner.* Q. vi. 114.

Q. What course is open to a confirming-officer who is **doubtful** about the legality of the proceedings?

A. *He should refer the case for the opinion of superior authority.*

Q. After promulgation has taken place, by what authorities is illegality or irregularity in the proceedings dealt with?

A. *The original powers of the confirming-officer now fall into the hands of the permanent authorities mentioned in the Army Act, who are practically the officer commanding the district in the case of a regimental C.-martial, and the C.-in-Chief or his representative in the case of the higher courts. Q. vi. 114. S. 57.*

Q. What is the result of wholly **remitting** a sentence the record of which has not been expressly removed?

A. *The record still remains and carries with it the penalties consequent on conviction, such as forfeiture of service, G. C. pay, &c. Q. vi. 114.*

Q. Who has the power of confirming general C.-martial?

A. *Proceedings of C.-martial held at home should be forwarded to the Judge-Advocate-General for confirmation by Her Majesty. General officers abroad may themselves confirm if they hold a warrant empowering them to do so. Q. vi. 115.*

Q. Describe the usual method of **promulgating** the proceedings of a C.-martial.

A. *An extract including the charge, finding, sentence, and confirmation is read out on parade in presence of the prisoner. Q. vi. 116.*

Q. What becomes of the **proceedings** after promulgation?

A. *The proceedings of general and district C.-martial are forwarded without delay to the Judge-Advocate-General's office, and kept for seven and three years respectively; and those of regimental C.-martial are kept with the regiment till the next annual inspection, and then*

forwarded to the dépôt, to be preserved for three years.

Q. vi. 118, 119; xxii. 58. R. 96.

Q. Under what circumstances is a soldier liable to general service in commutation of other punishment?

A. In cases of desertion or fraudulent enlistment, or when the punishment is not less than six months' imprisonment. Q. vi. 120. S. 83.

Q. By whom can this commutation be ordered?

A. The competent military authority mentioned in the Army Act. S. 73.

Q. What is the object of this enactment?

A. To remove from the temptations of home service men who may prove good and useful soldiers abroad. Q. vi. 120.

Q. Who are provost-marshals, and what are their duties?

A. They are commissioned officers appointed abroad to maintain order in the forces and carry out the sentences of courts-martial. In permanent camps at home, a provost-marshal is at the head of the military police. Q. vi. 124. S. 74.

Q. For what purpose are courts of inquiry assembled?

A. To aid an officer in command to arrive at a correct conclusion on any subject, and to give an opinion on any point not involving the conduct of an officer or soldier. They have no judicial power, and are simply an assembly of persons directed to collect evidence. Q. vi. 125. R. 123.

Q. Is there any restriction as to the number of officers which should compose a court?

A. No; but three are usually sufficient, the senior of whom acts as president. Q. vi. 125.

Q. State the regulations affecting the presidency of courts of inquiry.

A. The president should be in a position to exercise military command over the members. The relative rank of departmental officers does not entitle them to the presidency of a mixed court, though they are legally qualified if duly appointed. Q. vi. 126.

Q. How is the assistance of a departmental officer senior in rank to the president usually obtained?

A. He is not detailed as a member, but required to attend as a witness or to furnish a report. *Q.* vi. 127.

Q. When is a court of inquiry to determine the illegal absence of a soldier assembled?

A. At the expiration of 21 days from the date of the absence, unless the soldier, though still illegally absent, has been taken into custody.

Q. What are its duties?

A. To take evidence to prove that the soldier is absent, and record the deficiencies in his kit, as well as the value of unexpired wear of articles of Government property that are found wanting. Before declaring a deficiency, the court should be satisfied that the articles were in possession of the absentee at the date of his absence. *Q.* vi. 128.

Q. After the court has recorded its decision, what further action is taken?

A. The C.-officer of the absentee enters in the regimental books a record of the declaration, and the original proceedings are destroyed. *R.* 124.

Q. What other court of inquiry is always assembled?

A. In every case when a soldier is injured (except in action) a court is assembled to investigate the circumstances, but does not give any opinion. *Q.* vi. 129.

Q. Describe the further action to be taken?

A. The C.-officer of the soldier will formally record his opinion on the evidence collected, and forward it for confirmation to the General Commanding. The medical officer will then note his opinion on the case, and the proceedings are attached to the soldier's original attestation.

Q. vi. 129.

Q. Are courts of inquiry held on returned prisoners of war?

A. Yes, on both officers and men. *Q.* iv. 19; xi. 130.

Q. Are members of a court of inquiry sworn?

A. No. *R.* 123, 124.

Q. Can they administer an oath to witnesses or compel the attendance of witnesses?

A. *Only in the case of a court on the illegal absence of a soldier.* R. 124.

Q. By whom are the proceedings signed?

A. *In order to prevent members of a court of inquiry being afterwards detailed to serve on a C.-martial arising out of the same case, it is advisable that the proceedings be signed by all the members.*

Q. In what manner do **Committees and Boards** differ from courts of inquiry?

A. *Only in so far that the objects for which they are assembled do not involve any point of discipline.* Q. vi. 131.

Q. When a soldier **deserts or is absent** for some days, what report is made to ensure his apprehension?

A. *A descriptive report stating the man's age, height, and the fullest information about him is forwarded to the "Police Gazette."* Q. vi. 133.

Q. How soon after the absence is detected should this report be sent off?

A. *Within 24 hours if it is a case of suspected desertion, or in any case within 5 days.*

Q. Should the soldier be described on the report as a deserter or an absentee?

A. *If it is evident from the circumstances of the case that the soldier has deserted, or if the absence has extended to 21 days, he is returned as a deserter, otherwise he is noted as an absentee.*

Q. To whom are **duplicates of the report** sent?

A. *To the military, recruiting, police, and parish authorities in the neighbourhood, and to the police in any place where the deserter is supposed to have gone.* Q. vi. 134.

Q. A person **not serving as a soldier** is suspected of being a deserter, what action is taken?

A. *He should be apprehended and brought before a court of summary jurisdiction, which, if satisfied that he is*

a deserter, orders him to be delivered into military custody.
S. 154.

Q. In the event of a **deserter** surrendering himself to his own corps, how is he treated?

A. He is taken at once into military custody and dealt with according to the degree of his offence. The surrender must be reported to the Adjutant-General. Q. vi. 135.

Q. If a man in **uniform** gives himself up as a deserter or absentee at a military station. What is the procedure?

A. If there is ground for supposing the confession to be true, he is detained pending inquiry. If the confession is found to be true, he is forwarded to his own corps; if false, he may be given three months' imprisonment by a civil court. If there is no ground in the first instance for supposing the man to be a deserter or absentee, he is handed over to the civil power.

Q. What is the general rule as to taking a deserter or absentee into **military custody**?

A. Except in the case of a surrender to his own corps, or surrender in uniform, he should be first dealt with by a civil court, and duly committed.

Q. When the committal by the civil power of a deserter is reported to head-quarters, what information is demanded from his C.-officers?

A. The C.-officer will furnish replies to the following questions. Does the man appear to be illegally absent? Do you consider a reward due for his apprehension? Has he rejoined? On what date did the escort proceed? Q. vi. 136.

Q. What is a **protecting certificate**?

A. A certificate issued by military authority to any committed deserter whose services as a soldier are not claimed. Q. vi. 137.

Q. How are committed deserters at a foreign station dealt with?

A. (a) Forwarded to their own corps to be dealt with if their corps is at the station.

(b) *In case of false confession, handed over to the civil power.* S. 152.

(c) *In case of true confession, where evidence is not at once available, either send him to his own corps as a prisoner, attach him to another corps till evidence is procured, or discharge him from custody with a protecting certificate.* Q. vi. 138.

Q. When may a **deserter committed abroad** be discharged without a protecting certificate?

A. *If it is inconvenient to take him into military custody by reason of distance of place of committal or delay in procuring evidence, the prisoner is released without certificate, so as not to prejudice a subsequent apprehension.* Q. vi. 139.

Q. A soldier whilst serving is discovered to have enlisted while belonging to another corps, or to have been discharged from another corps under circumstances that rendered him ineligible for re-enlistment. What action is taken?

A. *His C.-officer fills up his details of service on Army Form B. 123, and with a view of obtaining further information as to his former service, sends it, according to the circumstances of the case, either to the cavalry or infantry dépôt of the prisoner's former corps, or to the Adjutant-General, or the Indian or Reserve authorities concerned. By these authorities the form is completed and returned.* Q. vi. 140.

Q. To whom is the completed return sent in the case of a soldier who belonged at the time of enlistment to the regular forces?

A. *To the General Officer Commanding, who will decide in which corps the man will be held to serve.*

Q. What course is followed if the soldier previously belonged to the **navy, marines, or naval reserve**?

A. *He is retained in his present corps.*

Q. How is the case of a man who has improperly enlisted while belonging to the **Army Reserve** dealt with?

A. *The General Officer Commanding will dispose of the case on its merits. If tried by C.-martial a charge of "false attestation" will be made, and a further charge*

under S. 18 (5) added if the man has drawn reserve pay since his re-enlistment. Whether punished or not, the man will be relegated to the reserve at home stations, unless special sanction is obtained to retain him in army service. At stations abroad the soldier will always be retained in army service. Particulars as to the disposal of the case should always be sent to the reserve and prison authorities concerned.

Q. What course is taken when a militiaman is found to have enlisted without having attained a proper release from his militia engagement?

A. A certificate of release may be obtained from his militia regiment, and the soldier retained in the service without other punishment than a payment of £1 as compensation, or £2 if he belonged to the militia reserve. He may, however, in exceptional cases, be tried for making a false attestation, or may be sent back to his militia regiment to be dealt with. Q. vi. 141, 148.

Q. Under what circumstances does an offender earn exemption from trial for desertion or fraudulent enlistment.

A. If he has served for three years in an exemplary manner since the date of the offence. Q. vi. 41. S. 161.

Q. By what courts should a soldier be tried for making a false answer on attestation (other than in relation to former service or discharge)?

A. By court-martial if he is to be retained in the service; by civil court if he is to be discharged. Q. vi. 143.

Q. A soldier has irregularly enlisted, on what attestation is he held to serve?

A. If held to serve in his present corps—on his last attestation; if relegated to a former corps—on his former attestation. He may, however, be held to serve on his present attestation, and be regularly transferred from his present to his former corps. Q. vi. 144.

Q. In what corps should a fraudulently enlisted soldier be tried?

A. In his present corps. If, however, he is being tried

for fraudulently enlisting in the Militia or Reserve Forces, he will be sent back and tried in his former corps. Q. vi. 145.

Q. Describe the procedure of **transferring** a soldier to his former corps after punishment.

A. The transfer documents, the result of the trial, and the necessary particulars as to prison and expiration of imprisonment, are sent to the officer commanding the former unit, or the Adjutant-General as the case may be, who will arrange for the due removal of the man from prison. The transfer takes effect from the date of committal.

Q. vi. 146.

Q. What further measures are taken?

A. A notification of the manner in which the case has been disposed of is sent to all units in which the soldier has served, and steps are taken to remove the man's name from the "Police Gazette." Q. vi. 147.

Q. When a notification is received from the civil power that a deserter or suspected deserter is in custody, what course should be taken?

A. An escort consisting as far as possible of soldiers who can identify the prisoner and give evidence, if necessary, in the case, should be despatched under the N.-C. officer to bring him back to his corps. They take with them a removal order and a route, and such articles of necessaries as the deserter may absolutely require. Q. vi. 151, 154.

Q. In cases where **identification** is necessary, but it seems doubtful if the deserter should be conveyed to his corps, what is done?

A. Report is made to the Adjutant-General. Q. vi. 155.

Q. What happens when the escort do not identify the prisoner as the deserter in question?

A. If the person has been remanded, and it appears that he has made a false confession, the fact should be stated to the magistrate with a view to his punishment under S. 152. If the person has been committed, report will be made to the governor of the gaol and the nearest military authority, in order to enable the police to prosecute him. Q. vi. 156.

Q. Describe the order for **dispensing with the trial**

of a soldier who confesses desertion or fraudulent enlistment.

A. The order describes the offence, dispenses with the trial, and orders that the soldier, instead of being tried, shall suffer the same forfeiture as if he had been convicted by court-martial. It further orders him to suffer deductions of pay to make good any deficiencies in kit and equipment.
Q. vi. 159.

Q. State the **penalties** which follow on conviction by C.-martial of desertion or fraudulent enlistment.

A. A soldier forfeits all service towards discharge, and consequently all pension, G. C. pay and deferred pay earned by such service, as well as all medals and decorations (other than the Victoria Cross), together with the annuities and gratuities belonging to them. He also forfeits his ordinary pay for every day of absence, and while in confinement awaiting trial or disposal. Q. vi. 160.

Q. When trial is dispensed with, what record of the fact is preserved?

A. The soldier's confession and the order dispensing with trial, or copies thereof, will be preserved with the record of service, and an entry of the order dispensing with trial will be made in the court-martial and defaulter's books as if the soldier had been convicted by court-martial of his offence.

Q. What special characteristics belong to the dispensation from trial for desertion and fraudulent enlistment?

A. It can only take place if the soldier has signed a confession of his offence, and can only be ordered by the competent military authorities mentioned in S. 73 of the Army Act. Q. vi. 162.

Q. Where are the necessary forms for the commitment, removal, and release of soldiers sentenced to imprisonment or penal servitude to be found?

A. In the Appendix to the Rules of Procedure, and also in Q. vi. 216.

Q. What is meant by a **military convict**?

A. A soldier sentenced to penal servitude.

Q. Where do military convicts undergo their punishment?

A. *Convicts sentenced at home or abroad are sent to a public civil prison in the United Kingdom, where they come under the regulations of the Home Department.* Q. vi. 168.

Q. What is meant by the expression **military prisoner**?

A. *A soldier sentenced to imprisonment.* Q. vi. 173.

Q. Distinguish between a **public** and a **military prison**.

A. *A public prison is any prison in the United Kingdom in which prisoners can be confined by sentence of a civil court.*

A military prison is any building set apart as such by the Secretary of State for the confinement of military prisoners. S. 63, 133.

Q. When is a military prisoner sent to a **public prison**?

A. *If convicted of embezzlement, theft, or disgraceful conduct, or when sentenced to be discharged with ignominy.* Q. vi. 173.

Q. When is a military prisoner sent to a **military prison**?

A. *If convicted of offences constituting a breach of discipline only, and not sentenced to be discharged with ignominy. If the term does not exceed the limit prescribed for cells and provost prisons, the sentence may be carried out in those places.*

Q. By whom is the order of commitment to prison signed?

A. *By the prisoner's C.-officer, unless he receives an order of committal signed by some superior authority.* Q. vi. 175.

Q. Is there any distinction made as to **prisoners abroad**?

A. *They should be sent to a military prison if possible, and civil prisons if used should be those that are "authorized."* Q. vi. 177. S. 62.

Q. Under what circumstances are prisoners sentenced abroad transferred to a prison in the United Kingdom?

A. When sentenced to imprisonment exceeding twelve months. **Q.** vi. 110, 178.

Q. How may the transfer be avoided?

A. The general officer in command will consider if it is desirable to reduce the sentence to twelve months in order to avoid the transfer.

Q. What classes of prisoners are exempted from the above regulation?

A. Those especially exempted by the Secretary of State by reason of climate, place of birth, or place of enlistment. **S.** 131.

Q. Describe the arrangements necessary to carry out a transfer.

A. General officers abroad will arrange for the custody of the prisoners during transit. On arrival at a home port the General Commanding the district in which the port is situate will direct the removal of the prisoner to a suitable prison. **Q.** vi. 179.

Q. What becomes of the prisoner on his release from prison (if he has not been sentenced to discharge)?

A. He will be sent to the home battalion of his regiment and not to the dépôt, unless both battalions are serving abroad. **Q.** vi. 181.

Q. What medical documents are to be forwarded when a committal to prison is made out?

A. A medical certificate as to the prisoner's health and fitness to undergo hard labour. The prisoner's medical history sheet will also be sent with him when committed to a military prison. **Q.** vi. 182.

Q. What arrangements can be made for the temporary detention of a military prisoner when on the line of march?

A. He may, by an order signed by his C.-officer, be committed for a period not exceeding seven days to any prison, police station, lock-up, or other legal place of confinement. **Q.** vi. 29, 184.

Q. Under what circumstances may a military prisoner be removed from the prison in the United Kingdom to which he has been committed?

A. Only in the following cases: (1) for the purpose of bringing him before a Court for trial or as a witness or otherwise; (2) for embarkation for service abroad. Q. vi. 186.

Q. Describe how the removal of a prisoner who has to be brought before a Court is effected.

A. The General Commanding the district orders the removal. The escort obtains from the governor of the gaol the original order of commitment, and returns it, or a fresh order of commitment when the prisoner is sent back to the original or a new prison. Q. vi. 188.

Q. State the regulations as to the expenses of prisoners and their escort when called upon to appear before a civil court.

A. The N.-C. officer in charge will be furnished with the necessary funds by his C.-officer, and will be instructed to apply to the court for expenses incurred. Q. vi. 187.

Q. When a regiment or draft is under orders for embarkation what is done with its military prisoners?

A. A return of all its prisoners who are in public prisons, civil or military, is sent to the adjutant-general, who will decide on the cases that will be removed for embarkation. Q. vi. 189.

Q. How are prisoners so removed treated?

A. They are treated as prisoners till the sailing of the vessel, unless their imprisonment expires at an earlier date. Q. vi. 190.

Q. State briefly the regulations as to the treatment of prisoners whom it is not considered desirable to release before embarkation.

A. Prisoners who have been sentenced shortly before embarkation to imprisonment not exceeding 21 days, and in special cases other prisoners, may be kept in custody on board ship till their sentence expires. As a general rule all C-martial prisoners will be released on disembarkation.

If necessary they may be disembarked as prisoners and kept in the guard room, but they must not, under any circumstances, be re-committed to a public prison under their former sentence. Q. vi. 193.

Q. What arrangements are necessary when prisoners are embarked with an unarmed draft?

A. A suitable number of the draft will be supplied with arms, and employed as a guard or escort. Q. vi. 194.

Q. State the regulations as to the removal of prisoners when their corps is quitting a foreign station.

A. If proceeding to the United Kingdom the prisoners accompany their unit; if moving from one foreign station to another they will as a rule accompany it, but if the regulations do not admit of their being re-committed to prison on arrival of the corps at its destination, the General Officer in command will decide in each case, whether the prisoner is to accompany the unit, or complete his sentence and follow it. Prisoners ordered to be discharged will not as a rule accompany their unit on change of station abroad. Q. vi. 195.

Q. May prisoners be removed from one public prison to another?

A. Yes, if the prisons are out of the United Kingdom, and the cases are sanctioned by the Rules of Procedure. Q. vi. 198.

Q. When **regiments move** from one station to another what is done with the prisoners in cells, or provost prisons?

A. They are taken with the troops and re-committed to a similar prison at the new station. Q. vi. 199.

Q. How is a remission of imprisonment notified to the prison authorities?

A. The General or other officer commanding forwards an order for discharge so worded as to admit of the prisoner being released at the expiration of the reduced term of imprisonment. Q. vi. 200.

Q. Is any **order for discharge** required for a prisoner confined in a public prison?

A. No ; unless a release is required before the termination of the sentence. Q. vi. 201.

Q. By whom may an order for immediate discharge be made?

A. By the General or the officer commanding the district, but only in cases of necessity.

Q. May a C.-officer order the discharge of a prisoner committed to prison under his own award?

A. He may in the case of a provost prison, but no order can be made if the prisoner is in a public prison, civil or military. Q. vi. 202.

Q. State what happens when a prisoner is discharged as above from a provost prison.

A. He is released and his unexpired punishment remitted, or he may be confined in the guard-room until the expiration of his term of imprisonment. Q. vi. 203.

Q. If the prisoner is discharged for the purpose of removal with his corps or for embarkation, what action is taken?

A. He is received into custody of an escort.

Q. How is the soldier treated on the day of his release from prison?

A. He is confined to barracks, but exempted from all duty for the remainder of the day. Q. vi. 204.

Q. In what manner are prisoners conducted to public prisons?

A. Under charge of escort-warders. Military escorts are only used when escort-warders are not available. Q. vi. 205.

Q. What clothing do the prisoners wear when being taken to prison?

A. Prison dress, when in charge of escort-warders, and their uniforms (except when the men are to be discharged) are taken with them. When under charge of a military escort the prisoners wear uniform which, in the case of prisoners to be discharged, is brought back from the prison by the escort. Q. vi. 206.

Q. What conveyance must be provided to and from railway stations for prisoners in charge of escort-warders?

A. *A covered conveyance of some kind, which if not provided by the Army Service Corps must be hired.* *Q.* vi. 207.

Q. From what source are the expenses of conveying a prisoner derived?

A. *The district paymaster advances the necessary amount which will be noted on the "route."*

Q. At what hour should the prisoner arrive at a prison?

A. *Not later than 6 p.m. in the case of a military prison, or 10 p.m. in the case of a civil gaol.* *Q.* vi. 208.

Q. Of how many men should a **military escort** consist?

A. *One corporal and one private for a single prisoner. For two or more prisoners the number of privates need not exceed half the number of the prisoners.* *Q.* vi. 209.

Q. What special instructions are given to escorts passing through London?

A. *Pass through without halting if possible, and use the Metropolitan Railway. If halting is unavoidable, lodge prisoner in the House of Detention at Clerkenwell, and proceed to St. George's Barracks.* *Q.* vi. 102.

Q. What is the regulation about **handcuffs**?

A. *Escorts are provided with handcuffs for use in case of necessity. General officers may give instructions dispensing with their use in ordinary cases. Soldiers when handcuffed in military custody are not to be marched through the streets, but provided with covered conveyance.* *Q.* vi. 211.

Q. What measures are taken to receive prisoners on termination of their sentence?

A. *A N.-C. officer provided with a route is sent from the unit which the prisoner is to join, and conducts him to it.* *Q.* vi. 212.

Q. In receiving soldiers from the military custody of another corps what expenses have to be met?

A. The N.-C. officer sent to receive them must be provided with money to refund their cost of subsistence. Q. vi. 213.

Q. Give an example showing how the date of expiration of sentences is calculated.

A. I. A sentence of eight calendar months' imprisonment awarded on the 30th September expires on the following 29th May. If awarded on the 1st October it expires on the 31st May.

II. A sentence of nine calendar months' imprisonment awarded on the 29th, 30th, or 31st May, expires on the last day of the following February. Q. vi. 214.

DUTIES.

Q. How are duties classified?

A. (1) Guards. (2) Duties under arms. (3) Courts-martial. (4) Courts of Inquiry or Boards. (5) Working parties. (6) Fatigues. Q. viii. 2.

Q. How are courts-martial, duties under arms, and boards further sub-classified?

A. As (1) general, (2) district, and (3) regimental C.-martials, and as (1) divisional, (2) brigade, and (3) regimental duties.

Q. When an officer's tour for more than one duty comes on the same date, what is done?

A. He is detailed for the duty that has the precedence in the above classification, and may be ordered to perform such additional duties as he is capable of carrying out. Q. viii. 3.

Q. Explain the expression "overslaugh."

A. When an officer is on duty he receives an "overslaugh" for all other duties that come to his turn, provided that they are not additional duties that he may be called on to perform.

Q. An officer is detailed as in waiting for a court-martial. Does this count as a tour of duty?

A. No.

Q. Are officers detailed for duty to attend parades and other ordinary work?

A. *Yes, as far as the nature of their duty permits.*

Q. What constitutes a **tour of duty** in the case of a court-martial?

A. *The members having been assembled and sworn.*

Q. vi. 4.

Q. May members of C.-martials or boards quit the station?

A. *Not until the court or board is dissolved, without permission of the General Officer Commanding.*

Q. What constitutes a tour of duty in the case of parades, fatigues, &c.?

A. *The troops being marched off the ground where they were ordered to parade.* Q. viii. 5.

Q. May officers **exchange duties**?

A. *Not without permission of the officer by whom they were detailed.* Q. viii. 6.

Q. Are officers of artillery and engineers exempted from garrison duties?

A. *No; but they take guards and picquets with their own corps only. The C. R. A. and C. R. E. may be specially exempted on account of their professional duties.* Q. viii. 7.

Q. In what manner does **rank** affect the roster for duty?

A. *Colonels will not be placed on the field officer's roster, but will be employed as presidents of general C.-martials or boards or courts of inquiry requiring the services of an officer of rank.*

Lieut.-colonels, when in actual command, will as a rule be exempted from serving as field officer of the day or on garrison boards or ordinary garrison duties.

Majors and brevet-majors always do duty as field officers. Q. viii. 10.

Q. At what hours are **reveille**, retreat, and tattoo sounded at home stations?

A. Reveille from 5 a.m. to 7 a.m. according to season; Retreat at sunset; Tattoo, or last post, at 10 p.m. Q. viii. 11.

Q. How is the time fixed for sounding these calls?

A. It is taken from the firing of the station gun or from a specially-named guard.

Q. Are these times liable to further variation?

A. Yes; on foreign or field service, at the discretion of General Officers Commanding.

Q. State the regulations as to calls after Tattoo.

A. No bugle or trumpet is to be sounded between reveille and tattoo except "lights out" and the "fire alarm." Q. viii. 13.

Q. Describe the ordinary duties of the field officer of the day.

A. He is present at general guard mounting and visits guards by day and night. He turns out and commands the picquets in case of alarm. He forwards the guard reports, as well as a report of his own, to the officer commanding the station at the termination of his tour of duty. Q. viii. 14.

Q. May a captain do the duty of field officer of the day?

A. Yes; in small garrisons, and as an aid to the field officer in large ones. Q. viii. 15.

Q. For what purposes are captains and subalterns of the day or week appointed?

A. For superintendence of regimental duties and internal economy.

Q. At what time are guards and picquets mounted?

A. It depends on the climate, time of year, and duty to be performed. When no special orders are issued, guards mount at 10 a.m. Q. viii. 18.

Q. By whom are regimental guards inspected and marched to the general parade?

A. By the adjutant or some other officer of their corps. Q. viii. 20.

Q. Describe the general duties of a **commander of a guard?**

A. He is to be thoroughly acquainted with the orders of the guard and each sentry post. Standing orders of the guard are to be read and explained to the men. Every relief is to be inspected before going out and on returning from its post. Sentries are to be visited twice by day and twice by night, and in addition a N.-C. officer's patrol is to be sent round at uncertain intervals. Q. viii. 21.

Q. What are the regulations as to officers and soldiers quitting their guards?

A. They are never to quit their guard except for duty or for special purposes. Q. viii. 23.

Q. May clothing or accoutrements be taken off while on guard?

A. No; except greatcoats or cloaks. Q. viii. 24.

Q. What takes place at reveille, retreat, and tattoo?

A. The guards turn out and are carefully inspected by their commanders. Q. viii. 25.

Q. How often are **sentries relieved?**

A. Every two hours, or, exceptionally, at night every hour. Q. viii. 26.

Q. Is any special indulgence provided for men on guard?

A. A cup of hot coffee should be provided at some hour of the night at the expense of regimental funds.

Q. Are sentries furnished by **stable guards** mounted with arms?

A. It is left to the discretion of the C.-officer. Q. viii. 27.

Q. What is the duty of a guard when a fire or other **alarm is raised?**

A. It is to be under arms and remain so till cause of alarm has subsided. Q. viii. 28.

Q. Describe the contents of a **guard report** (B. 160).

A. It contains a full account of all prisoners confined in the guard-room, their offences and by whom confined, and

the eventual punishment. Information is also given as to prisoners in cells, and in hospital under sentries; the articles in charge of the guard are noted, and a time and post-roll kept of sentries. A certificate that all duties have been properly carried out is signed by the commander of the guard.

Q. State the regulations as to patrols detached from guards or picquets.

A. Ordinary regimental picquets and patrols for the apprehension of absentees and disorderly soldiers are sent out with side arms only. Patrols specially detached to assist the civil authorities are to be fully armed, and when employed in the suppression of disturbances, are to be under the command of an officer. Q. viii. 30.

Q. What are the rules to be observed when a guard is dismounted?

A. They are to be marched to their regimental parades, where they are to be inspected and have their arms examined. The commander, if an officer, will ask permission to dismiss it of an officer of superior rank if there is one on parade. A N.-C. officer in charge will always report to an officer before dismissal. Q. viii. 31.

Q. How are young officers practically instructed in guard duties?

A. They are attached to a guard at first as supernumeraries. Q. viii. 32.

Q. What is done with the stores and furniture in charge of guards?

A. The commander of the relieving guard will take over all stores and certify as to their condition in his report. Q. viii. 33.

Q. What are the general regulations governing military labour?

A. Soldiers are liable to be employed on working or fatigue parties without extra pay whenever the public service requires it. They do not receive working pay as a rule on field service, or for fatigues or work of an instructional character. Q. viii. 34.

Q. Give a general description of what is meant by **fatigues**?

A. Service with fire picquet, coal carrying, sweeping, cleaning, weeding, moving furniture and stores, levelling ground and opening communications about camp or quarters, maintaining drill grounds, military roads, and fences, ranges and butts, and all instructional work in field engineering. Q. viii. 35.

Q. Do Horse Artillery and Cavalry furnish working parties?

A. Not as a rule. Q. viii. 37.

Q. In what manner are working parties demanded?

A. The department concerned furnishes a written requisition, subject to the approval of the General Officer Commanding. Q. viii. 38.

Q. How should working parties be detailed?

A. Working parties should be formed of units and not of mixed detachments. In carrying out large works, a separate portion should be allotted to each unit. Q. viii. 39.

Q. What is the position of an **Engineer officer in charge** of works?

A. He will inform the officers of the working parties (notwithstanding that they may be of senior rank to him) of the work to be done, and they will see that it is carried out. Q. viii. 44.

Q. To what extent do N.-C. officers take part in manual labour?

A. Staff-sergeants, sergeants, and such corporals as are required for superintendence are not ordinarily employed in manual labour. Q. viii. 45.

Q. What is the duty of a **superintending N.-C. officer**?

A. To see that work is properly done, and to keep an accurate account of all piece-work. Q. viii. 46.

Q. What arrangements are made for providing working parties with food?

A. When the distance of the works from quarters exceeds a mile, the meals are sent to the works. Q. viii. 47.

Q. Describe the general arrangements which should be made for the **defence of a fortress.**

A. Every fortified place should be divided into a convenient number of sections, and if necessary, sub-sections. To the command of each of these, officers should be allotted who are furnished with detailed instructions as to the defence of the areas in their charge. The troops of the garrison are made acquainted with the posts allotted to them and the duties they will be called upon to perform, and are constantly exercised in them. **Q.** viii. 52, 57.

HONOURS, SALUTES, AND FUNERALS.

Q. What is meant by a **Royal Salute**?

A. Standards and colours lowered; officers saluting; men presenting arms; and bands playing the National Anthem. **Q.** iii. 1.

Q. To whom are Royal Salutes to be paid?

A. To all Royalties, to a Viceroy, or, on State occasions, to the representative of Royalty. **Q.** iii. 2.

Q. With what **honours** should general officers and inspecting officers be received?

A. With a "general salute" in the prescribed manner. For a field-marshal the regimental colours are in addition lowered. **Q.** iii. 4, 5.

Q. How are officers in command of garrisons or stations, who are below the rank of general officers, to be received by the troops under their command?

A. With honours due to a rank one degree higher than that they actually hold. **Q.** iii. 6.

Q. To what honours are officers temporarily holding an office or command entitled?

A. The full honours due to the office or command. **Q.** iii. 8.

Q. When **armed parties** meet on the march, what compliments are paid?

A. Infantry shoulder (or advance) arms, mounted corps draw swords. Q. iii. 10.

Q. What is the duty of the officer in command of a party passing a guard or paying or returning a compliment?

A. He should fall in (and draw swords if his party is armed) before giving the necessary command. When in command of an unarmed party, he will salute with his right hand as he gives the command "eyes right" (or "left"). Q. iii. 11.

Q. State the regulations as to officers saluting.

A. Officers are always to salute their seniors on duty or on parade before addressing them. They must return salutes given them, except when their swords are drawn. Salutes made to two or more officers are returned by the senior. Q. iii. 12.

Q. How should salutes be made when the sword is worn and not drawn?

A. With the right hand. Q. iii. 15.

Q. State the regulations with respect to naval officers and H.M. ships.

A. Naval officers are saluted in accordance with their relative rank. Officers and soldiers will salute the quarter-deck on boarding H.M. ships. Q. iii. 14.

Q. What are the general rules as to N.-C. officers and soldiers saluting?

A. They are to salute all persons having a rank corresponding to that of a commissioned officer, whether in uniform or not. A soldier without his cap, or carrying anything that prevents him saluting properly, will, if standing still, come to "attention" as the officer passes; if walking, he will turn his head slightly towards the officer in passing him. Q. iii. 15.

Q. Should an officer or soldier take off his cap or helmet in a civil court?

A. Yes; while the judge or magistrate is present, except he is on duty with a party under arms inside the court. Q. iii. 17.

Q. Describe the procedure when any member of the Royal Family passes along the front of a camp to inspect it.

A. The troops fall in without arms in front of the tents.

Q. iii. 18.

Q. What is the composition of a **guard of honour**?

A. 100 rank and file or 50 rank and file, with a due proportion of officers and sergeants, and a band. **Q.** iii. 21.

Q. Are the colours carried by a guard of honour?

A. The standard of Cavalry or the Queen's colour of Infantry is only to be carried by guards mounted over Royalty or Viceroy, and is only to be used on occasions where they are present, or when the National Anthem is appointed to be played. The regimental colour alone is carried on other occasions. **Q.** iii. 23.

Q. What **honours** are to be paid to the **colours**?

A. Colours, if uncased, are at all times to be saluted with the highest honours, and when moved from one place to another are to be accompanied by an escort of the corps.

Q. iii. 24.

Q. When individual officers or soldiers pass troops with colours uncased, how should they act?

A. They will salute the colours and the C.-officer (if senior). **Q.** iii. 16.

Q. What is the regulation as to guards paying compliments to general officers and civil governors?

A. They are to turn out and pay the prescribed compliments to general officers in uniform and civil governors within the limits of their jurisdiction. Guards and parties on the march will also pay the prescribed compliments to generals in uniform. **Q.** iii. 25.

Q. Are guards to turn out to officers not dressed in uniform?

A. No; except in the cases of Royalty, Viceroy, and Governors within the precincts of their governments. **Q.** iii. 26.

Q. What compliments are paid to regimental C.-officers?

A. *Regimental guards are to turn out and present arms once a day.* Q. iii. 27.

Q. When persons entitled to have the guard turned out **pass in rear of a guard**, what is done?

A. *The guard fall in and stand with shouldered arms to their proper front.* Q. iii. 28.

Q. When such officers pass guards while in the act of being relieved, what course is pursued?

A. *Both guards salute as they stand, receiving the word of command from the senior officer present.*

Q. Describe what happens when an **armed body** of men approach a guard?

A. *The guard fall in, and to all armed corps present arms; to other armed parties they stand with shouldered arms. No compliments are paid between "retreat" and "reveille," nor do guards turn out to unarmed parties.* Q. iii. 29.

Q. What is meant by the expression **armed corps**?

A. *A regiment of cavalry, a battery of artillery with its guns, a battalion of infantry, two companies of garrison artillery, and four companies of engineers.* Q. iii. 30.

Q. State the rules as to the saluting of **sentries**?

A. *Sentries present arms to all armed parties and field officers. When mounted over Royalty, Viceroys, and Governors, they only present to them and to armed corps. To officers of inferior rank and in all other cases they shoulder arms.* Q. iii. 31.

Q. What compliments are paid by sentries mounted over the quarters of a general officer?

A. *They present arms to general officers only, and shoulder for others.* Q. iii. 32.

Q. Is there any difference as to saluting officers of the navy, militia, volunteers, &c.?

A. *No. Guards and sentries pay the usual compliments to commissioned officers in uniform, whatever may be their service or department.* Q. iii. 33.

Q. Are **military funerals** to be saluted by artillery?

A. Only in the case of brigadier-generals and officers of higher rank. Q. iii. 34.

Q. What number of troops should be detailed to attend the funerals of a colonel commanding, a major, a captain, and a subaltern respectively?

A. A battalion, 200 men, 100 men, and 40 men.

Q. Under what circumstances are **officers** entitled to a military funeral?

A. They must be on full pay or in exercise of some military command or office. Q. iii. 38.

Q. By whom is the pall to be supported?

A. By officers of the same rank as the deceased. Q. iii. 39.

Q. State the rule as to the attendance of officers and men at funerals in addition to the firing parties.

A. The funeral of an officer, warrant-officer, sergeant, or corporal will be attended respectively by the officers, warrant-officers, sergeants, or corporals of the corps to which the deceased belonged or was attached. The funeral of a N.-C. officer or soldier will be attended by the squadron, battery, or company to which he belonged. Q. iii. 40.

Q. What custom is to be observed in **passing a funeral**?

A. Officers and colours will salute the body. Q. iii. 41.

Q. In what cases are gun-carriages supplied?

A. When the distance of the burial-ground from place of starting the procession exceeds a mile. Q. iii. 42.

DUTIES IN AID OF THE CIVIL POWER.

Q. When troops are called in aid of the civil power, to whom should the fact be notified, and to whom are reports to be sent?

A. The officer commanding the station is to report the

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fact by telegraph to the Adjutant-General, and the officer commanding the troops called out is to report daily in writing to the same authority, as well as to the officer commanding the station. Q. viii. 59.

Q. Under what circumstances is an officer justified in taking out troops to suppress a riot or maintain order?

A. Only if he receives a requisition in writing from a magistrate, or in cases of great and sudden emergency. Q. viii. 60.

Q. Are troops to be sent out to assist the civil force in cases of expected riots?

A. Only upon a written requisition from a Lord-Lieutenant, Sheriff, or magistrate; or, in cases of emergency, upon receipt of a telegram from such authorities.

Q. What special precautions should be taken by the officer in command?

A. The troops must march in regular order with the usual military precautions, and they are not to be scattered, detached, or posted so as to be unable to act in their own defence. Q. viii. 61.

Q. Who must accompany the troops?

A. The magistrate, and the officer is to remain near him.

Q. How are the detachments to be told off?

A. Into four sections if under 20 files, and into more sections if exceeding that number. Q. viii. 62.

Q. By whom are all commands to be given to the troops?

A. By the officer commanding them. An order to fire is not to be given unless the magistrate distinctly requires it. It is advisable to get the order in writing. Q. viii. 63.

Q. What special warning should always be given to rioters by the officer in command in conjunction with the magistrate?

A. That in the event of the troops being ordered to fire, their fire will be effective. Q. viii. 64.

Q. When troops are ordered to fire, what rules should be observed?

A. Fire is only to be delivered by direct order from the officer in command, who will use his discretion in ordering one or two files or more to fire at a time. Q. viii. 65.

Q. Explain the action to be taken by the C.-officer if there are more officers than one with the detachment, and it is necessary for more sections than one to fire at time.

A. He will detail the officers who are to order the troops to fire, and will give them directions after he has received the requisition to fire from the magistrate. Q. viii. 66.

Q. When should the firing be stopped?

A. The instant it is no longer necessary. Q. viii. 67.

Q. What general rule should be observed when firing on a crowd?

A. Care should be taken not to fire over its head or on persons separated from it.

Q. Are C.-officers of stations and corps bound to afford assistance to governors of convict establishments?

A. Yes, if a requisition is sent to them. Report is to be made at once to the Adjutant-General of the action taken. Q. viii. 69.

INTERIOR ECONOMY. OFFICERS AND N.-C. OFFICERS.

Q. Describe in general terms the duties of a C.-officer.

A. He is responsible for the discipline and general efficiency of the unit he commands, and should enforce by command and example the energetic discharge of duty. He will endeavour to maintain harmony among the officers, and be the arbiter in all disputes. He will check gambling, practical jokes, and the borrowing of funds from money-lenders. He will supervise and control all regimental

expenditure, and be responsible for public stores in his charge, as well as for the issue of all regimental supplies. He will frequently examine the officers, and see that the practical instruction of officers and men is efficiently carried out. Q. vii. 1 et seq.

Q. In the event of an officer being unable to meet his engagements through bankruptcy or otherwise, what action should be taken?

A. The C.-officer will investigate the circumstances of the case and report to head-quarters. Q. vii. 6.

Q. To what extent should he **supervise** the military **education** of officers?

A. He should frequently personally examine them—especially subalterns—on all points connected with their duties, and cause them to be periodically examined by the majors. Q. vii. 7.

Q. Describe the duties in which officers should be practically instructed.

A. Outposts and other field duties, army signalling, and such artillery and engineer exercises as are ordered to be performed, as well as the ordinary drills of the corps, they belong to. Q. vii. 8.

Q. For what post should subalterns be encouraged to qualify?

A. For that of adjutant.

Q. What **report** will be made by the C.-officer on the **conduct of his officers**?

A. It is his duty to bring to the notice of the Inspecting General the cases of officers who are distinguished for their attention and proficiency, as well as that of those who are in any way incapable or neglectful of their duties. Q. vii. 9.

Q. To what points should a C.-officer pay especial attention?

A. To the instruction and improvement of his men, and to giving them plenty of occupation combined with professional instruction. If parades are prevented by

weather or other causes, officers should instruct men in their barrack-rooms. Q. vii. 10.

Q. What is the general rule as to attendance at parade?

A. The C.-officer will command the principal daily parade himself, and other regimental parades should be attended by all subalterns who have not passed for promotion or who are not specially excused.

Q. Explain the position of an officer in temporary command.

A. He is not to issue any standing orders nor alter those in force without permission of the permanent C.-officer or the General Officer in command. Q. vii. 13.

Q. May a C.-officer when absent from his command issue regimental orders?

A. No.

Q. When are muster parades held?

A. Once every half year on a date fixed by the General Officer Commanding. The parade will take place on the first day of a month (unless this falls on a Sunday), and the roll, when completed, will be forwarded to the Under-Secretary of State. Q. vii. 14.

Q. State the rules as to promulgating orders and information.

A. All orders issued for general information and guidance are to be republished in regimental orders, and if of an important nature are to be read out on three successive parades. Every circumstance which in any way affects a soldier's pay or service is to be published at once, and copies of such orders are furnished on the 1st of each month to the officers commanding squadrons or companies concerned. Q. vii. 15.

Q. Describe the duties of officers commanding companies.

A. They are responsible for the condition of all arms, clothing, public stores, and quarters in their charge, that the messes and necessaries are properly provided, that pay is

regularly issued, and government moneys properly expended.
Q. vii. 18.

Q. Upon what occasions may all majors of infantry be mounted?

A. *On the line of march. On parade one field officer only in addition to the C.-officer will be mounted.* Q. vii. 20.

Q. How are squadrons, batteries, and companies designated?

A. *Horse Artillery, Cavalry, and Infantry by a letter of the alphabet. Field, Mountain, and Garrison Artillery, Engineers, and Army Service Corps by consecutive numbers.*
Q. vii. 21.

Q. How are these units sub-divided?

A. *Squadrons into troops and squads, batteries into sections and sub-divisions, companies into half-companies and sections.*

Q. What is the duty of subalterns on joining?

A. *To provide themselves with a nominal roll of the squad, section, or half-company in their charge, and to make themselves thoroughly acquainted with the men, horses, and equipment under them.*

Q. What degree of proficiency is demanded of a young officer?

A. *After two years' service he is expected to be perfectly acquainted with the drill and interior economy of the squadron, battery, or company he belongs to, and to be competent in every way to undertake the duties of a field officer.* Q. vii. 22.

Q. Are subalterns to attend the monthly settlement of soldiers' accounts?

A. *Yes, until they have passed for promotion.*

Q. In addition to ordinary drill, what course must an officer pass through?

A. *An infantry officer must pass in musketry instruction, and a cavalry officer in single-stick, fencing, and army signalling.*

Q. What books must an officer have in his possession?

A. The Queen's Regulations, Pay Warrant, Regulations for Encampments, and Manual of Military Law, as well as the drill books belonging to his branch of the service. Q. vii. 23.

Q. Explain the responsibilities of officers in regard of public moneys.

A. He should see that all payments are made in his presence, and he is responsible for any sum of money he may entrust to subordinates. Q. vii. 24.

Q. What is the rule as to soldiers smoking in the streets?

A. They are not to smoke in the streets until after 5 p.m. in the winter months, and 6 p.m. in the summer months. Q. vii. 25.

Q. State the regulations as to growth of hair.

A. Hair short, chin and underlip shaven, whiskers to be of moderate length, and moustachios to be worn. Beards may be allowed to be worn on service. Q. vii. 26.

Q. Are passes required by sergeants and N.-C. officers of higher rank?

A. Not within the limits of the place they are quartered, but if they proceed beyond these limits a pass is required. Q. vii. 27.

Q. To what hour may they remain out of barracks without special permission?

A. Up to midnight. If they want to remain out after that they must obtain leave from their C.-officer.

Q. For what period of absence may a pass be granted?

A. For a week. For longer periods a furlough is necessary.

Q. To whom may permanent passes up to midnight be granted?

A. To N.-C. officers below the rank of sergeant, to soldiers with good conduct badges or who have had no company entry against them for the last 12 months, or to men whom the C.-officer may deem deserving of the privilege.

Q. By whom are permanent passes signed?

A. By the C.-officer.

Q. May well-conducted recruits be granted passes to visit their friends?

A. Yes, occasionally from Friday to Sunday or Monday.

Q. Who grant and **sign passes** other than permanent ones?

A. Officers commanding squadrons, batteries, or companies.

Q. In what form are passes issued?

A. They are printed on an Army Form (B. 275), and stamped with the regimental office mark.

Q. Is the last regimental or company entry recorded on a pass?

A. No; but it is recorded on a marginal strip, which is detached from the pass before being delivered to the soldier. Admonition is not counted as an entry, nor is any record made in the case of a N.-C. officer.

Q. Explain the **responsibility of quartermasters** with regard to forage or supplies.

A. They are responsible for the quantity and distribution, but not for the quality. Q. vii. 29.

Q. May the duties of quartermaster and paymaster be combined?

A. Not if it can be avoided. Q. vii. 30.

Q. Are paymasters and quartermasters qualified to preside over regimental funds?

A. No; nor should the moneys of mess or band funds be placed in their custody. Q. vii. 31.

Q. State the regulations as to maintaining regimental **charitable funds**.

A. Charitable funds supported by officers alone, which are invested in the military savings bank and administered under authorized regulations, are recognized; but Regimental Benefit Societies, supported by officers and men, or by men alone, are illegal. Q. vii. 32.

Q. Describe the position of a warrant-officer.

A. It is inferior to that of all commissioned officers, but superior to that of all N.-C. officers. P. W. 553.

Q. What qualifications must a soldier possess in order to be eligible for the appointment of warrant-officer?

A. He must not be below the rank of sergeant, or be over 40 years of age, and must in addition be in possession of a first-class certificate. P. W. 554. Q. vii. 105.

Q. By whom is the warrant for promotion issued?

A. The Secretary of State for War, to whom the application for promotion must be forwarded through the General Officer in command. Q. vii. 106.

Q. Are warrant-officers to be saluted?

A. No; but N.-C. officers and men will otherwise address them in the same manner as they do officers. Q. vii. 107.

Q. Are warrant-officers permitted to wear plain clothes?

A. Yes, when on pass or furlough, and leaving the place they are stationed. Q. vii. 109.

Q. Are N.-C. officers **allowed to resign** their rank?

A. Yes, with the consent of their C.-officer, but they are not to be allowed to do so with the object of escaping trial by C.-martial without special sanction from the General Officer Commanding. Q. vii. 110.

Q. Distinguish between **ranks** and **appointments**.

A. A rank is the position held by a N.-C. officer or man in the service while doing the ordinary military duty of his corps. All other positions are appointments. Q. vii. 111.

Q. With what rank is a N.-C. officer or man vested on receiving an appointment?

A. With the rank attached to the appointment, and this rank will be his permanent grade. Q. vii. 112.

Q. May a soldier be **deprived of his appointment** by his C.-officer?

A. Yes, and in that case will revert to his permanent grade. Q. vii. 113.

Q. Under what circumstances would a C.-officer **refer to head-quarters** instead of exercising his power?

A. When the soldier's permanent grade is higher than that of corporal, and he is not in every respect qualified to perform the duties of the rank to which he could revert. A deprivation, and at the same time reduction to a lower grade, might in this case be ordered by superior authority.

Q. What power is possessed by C.-officers with regard to acting appointments?

A. They can order any acting N.-C. officer to revert to his permanent grade. The permanent grade of a lance-corporal is private. Q. vii. 115.

Q. From what date does a N.-C. officer, reduced to a lower grade by C.-martial, or by order of a C.-in-Chief, take rank?

A. From the date of the sentence or order. Q. vii. 116.

Q. What are the duties of colour-sergeants?

A. They attend the colours in the field in addition to their other duties. They are invariably to be pay-sergeants of their troops and companies, and are not to be detached from them, or sent on recruiting service. Q. vii. 117.

Q. What principle should guide officers in issuing money to pay-sergeants?

A. The officer is bound to take charge of public money, and pay-sergeants should be given money as it is wanted, and not be subjected to the risk of loss by having large sums of money placed in their hands. Q. vii. 118.

Q. How many acting N.-C. officers may be appointed to a company?

A. 1 lance-sergeant, and 3 lance-corporals, but if the effective strength exceeds 75 privates, an additional lance-corporal is allowed. Q. vii. 121.

Q. Is additional pay granted to lance ranks?

A. To a certain fixed proportion only. Receiving pay confers no seniority, nor does it interfere with the power of reduction possessed by a C.-officer. Q. vii. 122.

Q. When a vacancy occurs in the roll of N.-C. officers of a battalion stationed at home, how is it filled?

A. Supernumeraries at the depôt, or caused by the recall

to service of men of the Army Reserve, must be absorbed before any promotions are made. Q. vii. 123.

Q. State in general terms the certificates of education required for promotion to the ranks of N.-C. officer.

A. For the rank of corporal or bombardier, a third-class certificate; for the rank of sergeant, a second-class certificate; for higher ranks, a first-class certificate. Q. vii. 124.

Q. What certificate should farrier-sergeants hold in addition to a third-class certificate?

A. A Veterinary certificate. Q. vii. 126.

Q. May sergeant-instructors of musketry be employed on other duties?

A. When not required for the performance of the duties of their appointments, they may be employed as staff-sergeants at the discretion of their C.-officer. Q. vii. 128.

BOOKS AND RETURNS.

Q. Name the regulation books that have to be kept by each company.

A. (1) Order-book, (2) Defaulter-book, (3) Savings-bank ledger, (4) Messing-book, (5) Pay and mess-sheet, (6) Pay list, (7) Cash-book and ledger (for C.- officer), (8) Cash-book (pay-sergeant), (9) Register of Equipment (R. A. only), (10) Free Kit issue book. Q. xxii. 76.

Q. In whose custody are the above books kept?

A. In that of the officer commanding the company for the time being. Q. xxii. 77.

Q. Describe the company defaulter-book.

A. It is composed of leaves of which one (at least) will be allotted to each N.-C. officer and man of the company. The number and name of the man will be at the head of the sheet, and it will be signed and numbered in words in the

right hand top corner by the officer commanding the company. Q. xxii. 78.

Q. What offences are entered in the company defaulter-book?

A. All offences for which punishment has been awarded or reprimand or admonition administered (with a few exceptions).

Q. What are the exceptions above referred to?

A. (1) Offences of N.-C. officers which are punished by admonition only, and which do not involve a forfeiture of pay. (2) Offences of soldiers other than drunkenness, for which admonition, or confinement to barracks, or stoppage of smoking on board ship for one day, has been awarded.

Q. State the regulations as to the entry of cases of drunkenness.

A. Every act is to be entered and numbered in the column set apart for the purpose consecutively in red ink. Offences of absence, which may be considered equivalent to drunkenness, are not to be so numbered, but in lieu thereof, the letter D is to be inserted in red ink opposite every case. Q. xxii. 78 (b).

Q. How are court-martial cases entered in the defaulter-book?

A. The general nature of the charges, and not the actual charges, are entered. Where there is more than one charge, each is numbered. The date of the original sentence of the court-martial is to be inserted in the column "date of award." Q. xxii. 45.

Q. What contractions are used in making entries in a defaulters' book?

A. C. B.: H. L.: Fined —: P. S.: Dept. of — days pay.

Q. State how imprisonment awarded by a C.-officer is recorded.

A. In hours up to 168 hours (seven days). In days when the award exceeds seven days. For imprisonment by court-martial, see Q. vi. 108, and page 54.

Q. What is the regulation as to entering **dates** and **places** in the offence column?

A. They are not entered unless the statement of the offence involves two dates or places, in which case the second of each is inserted in the offence column, while the first appears in the column for "date" or "place" respectively.

Q. xxii. 45.

Q. An entry in some cases involves a forfeiture of G.-C. pay. Where is this recorded?

A. Under the head of "remarks."

Q. Are trials by court-martial always recorded?

A. The offences are always entered in cases of conviction, but the sentence is not recorded unless it is duly confirmed.

Q. Where a **sentence is remitted**, commuted, or mitigated subsequent to confirmation, what record is made?

A. A note is made in the column of "remarks," and the date of the order added.

Q. May defaulter-sheets be bound together in a book?

A. No. Two pages are allotted to each man, and these are secured in a guard-book in alphabetical order. Q. xxii. 46.

Q. State the rules as to **disposal of defaulter-sheets** where a man from any cause leaves his corps.

A. If a man dies, they are destroyed; if he deserts, they are retained for one year with the corps, and then sent to the dépôt; if he is discharged, they are forwarded with the discharge documents; if he is transferred, they will be transferred with him. Q. xxii. 47.

Q. What arrangements are made to **ensure accuracy** in the company's defaulter-book?

A. The entries are to be frequently compared with the awards recorded in the guard report and minor offence report, and with the entries in the regimental defaulter-book. Q. xxii. 78.

Q. On the promotion of a N.-C. officer to the rank of warrant-officer, what becomes of his defaulter-sheet?

A. It is attached to his duplicate attestation, and

brought in use again only in case of reversion from warrant rank. Q. xxii. 50.

Q. Describe the soldier's pocket-ledger.

A. It is a small account book kept by each N.-C. officer and man which contains a record of his pay, allowances, clothing, service, medals, and certificates, as well as a form of will and a notice as to his next of kin. A. F. (B. 50).

Q. For what object is it kept?

A. To secure to him, whilst in the army, a proper settlement of his pay, allowances, and clothing; to establish his claim to any benefits he may be entitled under H.M. Regulations; to assist in the disposal of his effects in the event of his dying intestate.

Q. How is an accurate statement of the facts noted in the pocket-book ensured?

A. It is to the interest of the soldier to have his book correctly kept, but C.-officers are to take particular care that entries are properly made. Q. vii. 138.

Q. What are the regulations as to the care and inspection of the books?

A. A soldier who defaces his book, or loses it through want of care, is liable to punishment and to replace it at his own expense. Books are always to be kept by the soldier, and produced at kit inspections.

Q. What becomes of the pocket-ledger when a soldier dies, deserts, or is discharged?

A. On a soldier's death his book is forwarded to his relations or representatives; in case of desertion, the book, if left behind, remains in charge of the corps; on discharge the book is taken away by the man.

Q. Describe the measures taken to ensure that the monthly settlement noted in the ledger is absolutely accurate.

A. The captains are responsible that each man's account is accurately made out, and sign to every credit, while the soldier acknowledges every debt by his signature. The accounts of soldiers who cannot write are verified by the signature of a witness to the soldier's mark. Q. vii. 139.

Q. Is there any restriction as to the persons who may witness a soldier's mark?

A. Yes. *The pay-sergeant should not do so.*

Q. In what cases does an officer commanding a company record entries in his **own handwriting**?

A. *In matters affecting "good conduct badges," "promotion," "wounds," and "distinguished conduct."* Q. vii. 140.

Q. Enumerate the entries to which (in addition to the above), the signature of the officer commanding the company is required.

A. *Those relating to "service abroad," "receipt of clothing," "marriages," "children," "becoming non-effective," and "next-of-kin."*

Q. How are **medals** entered?

A. *War medals are entered on the page "Campaigns and Actions," while those for long service are recorded on the page headed "Good conduct pay."*

Q. Under what heads are **religious persuasions** classified?

A. *Church of England, Presbyterians, Wesleyans, other Protestants, Roman Catholics, Jews.* Q. vii. 142.

Q. When are the entries as to relatives and **next-of-kin** to be verified?

A. *At the beginning of every year.* Q. vii. 143.

Q. Have the entries of next-of-kin any legal effect on the distribution of the soldier's property in case of death?

A. No. *The soldier should be encouraged to fill up the form of will in the pocket-ledger.*

Q. State the regulation as to a soldier making a will when in hospital.

A. *A medical officer will in every instance, if practicable, be present at the execution of the will, and will affix a declaration to it, stating whether or not the soldier was in a fit state to execute a will.* Q. xiv. 47.

Q. What privilege does a soldier on service possess as to making a will?

A. *He may dispose of his personal estate by a nuncupative*

will; that is to say, a will without writing, declared before a sufficient number of witnesses. Probate of the will of a private soldier who dies in the service is exempt from stamp duty. M. xii. 4.

Q. By whom must the monthly entries as to savings bank deposits and withdrawals be signed?

A. By the captain or C.-officer.

Q. How is the statement as to clothing verified?

A. The soldier signs for all issues, the captain verifies issues, withdrawals, and remains. A. F. (B. 50).

Q. Describe in general terms the contents of the morning state of a company. A. F. (B. 288).

A. It is a return of the officers, N.-C. officers, and men on parade, and there are several headings and columns showing how the men not on parade are accounted for.

Q. Describe the company sick report.

A. It contains the number, name, age, service, and religion of every man brought up before a medical officer on account of sickness, noting whether he is doing duty or a defaulter. The disease from which the man is found to be suffering is filled in by the medical officer and initialled by him. Q. xiv. 91.

Q. Describe the company's duty roster.

A. It is a roll of the company kept with the object of showing the order in which the N.-C. officers and men stand for the various duties of guard, picquet, fatigue, &c.

Q. By whom should the duty roster be kept?

A. By the orderly-sergeant, who, at the close of his day's duty, hands it over to the colour-sergeant of the company, by whom it will be checked and made over to the next sergeant for duty. The captain is responsible for its accuracy.

Q. What record of equipment should be kept in a company?

A. Equipment in charge is accounted for regimentally, but a book should be kept in each company showing the articles in charge of each particular soldier as well as all articles for the care of which the captain is responsible.

Q. With what object is a **ration return** made out?

A. It is a daily return showing the number of men at duty and the number of rations they require for the following day, and is furnished to the quartermaster in order that he may draw the proper amount of rations.

Q. What is the **absentee report**?

A. A form containing the description of a soldier found absent without leave at any roll call, showing the date of his absence, with columns to show the hour of his return and the state he returns in. A. F. (B. 290).

Q. By whom is it filled up?

A. By the orderly-sergeant or other N.-C. officer who calls the roll, who hands it to the orderly officer who collects reports.

Q. Describe the contents and use of a **No. 1 Report**.

A. It is used when a N.-C. officer or soldier is transferred from the payment of one paymaster to that of another. It contains full details as to the rate of pay, allowances, and rations to which the man is entitled, the date up to which his accounts have been adjusted, and the balance due to or from him. It is always prepared in duplicate, the original being forwarded with his other documents to the corps to which the man is transferred.

CLOTHING AND NECESSARIES.

Q. Describe the responsibility of C.-officers with regard to **clothing and necessities**.

A. They are responsible that the clothing and necessities of the soldiers under their command are complete and in good order, and that a sufficient stock to meet probable requirements is kept in store in good condition. Cl. 7, 492.

Q. Explain the method of **issuing** necessities to troops.

A. The officer commanding the company or detachment makes a demand on the quartermaster's store for their

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articles required. The quartermaster, after satisfying himself that the requisition is in accordance with regulations, issues the articles.

Q. What special caution is given to C.-officers as to supervising the duties of quartermasters?

A. They are under no circumstances to allow the quartermaster to have direct dealings with soldiers in respect of issue of clothing or necessaries. The articles are to be handed over to officers commanding squadrons or companies, who will direct their distribution to the soldier. Cl. 15, 17.

Q. What further restriction is enforced?

A. No advances of money are to be made to quartermasters, who are strictly forbidden to perform any cash duties in connection with clothing or necessaries. Cl. 18.

Q. By whom are the **cash entries** necessary to complete clothing and necessaries accounts verified?

A. By the paymaster, or by the officer in command if he renders his accounts direct. Cl. 19, 604.

Q. In what manner are **defects in clothing** issued brought to the notice of the authorities concerned?

A. C.-officers are to report to the Adjutant-General through the usual channel at the end of the military year on the quality of the cloth supplied, and whether it has worn well. In cases of urgency a report may be made at the end of the first or second quarter after the articles have been taken in wear. Cl. 20, 21.

Q. Explain clearly the distinction between clothing and necessaries.

A. Clothing includes those articles of apparel which are supplied free to the soldier, and are required to be worn a certain time before a fresh issue is made, and which never cease to belong to the Government. Necessaries are the remaining articles of a soldier's kit which are in the first instance issued free but are afterwards kept up at the soldier's expense. Cl. 25, 309.

Q. Give a more detailed description of what is meant by **clothing**.

A. Tunics, jackets, frocks, trousers, kilts, boots, head-gear of all kinds, and sundry miscellaneous articles, such as sashes, plaids, gaiters, &c. Cl. 27.

*Q. Name the articles which compose a **free kit** of necessities for an ordinary infantry soldier of the line.*

A. 1 badge for forage cap, 1 kit bag, 1 tin blacking, 1 pair braces, 5 brushes, 1 button brass, 1 hair comb, 1 mess-tin cover, 1 fork, 1 hold-all, 1 table knife, 1 razor, 2 flannel shirts, 1 piece soap, 3 pair socks, 1 pipe-clay sponge, 1 spoon, 1 mess-tin, 2 towels, and 1 jersey. Cl. 308.

*Q. Describe how **necessaries** are issued.*

A. They are issued to soldiers by the officer commanding the company or detachment in the presence of the pay-sergeant, and objections to any article must be made before being taken away from the place of issue. Cl. 316.

*Q. To whom are **free kits** issued?*

A. To each man or boy enlisted and finally passed into the service. Cl. 308.

*Q. Does a soldier on **re-engaging** obtain a free kit?*

A. No. The articles he possesses must be renewed or completed at his own expense. Cl. 313.

*Q. Are soldiers **re-enlisting** after discharge entitled to a free kit?*

A. Yes, or to an allowance in lieu thereof if he is already in possession of a serviceable kit.

Q. What becomes of a soldier's knapsack, waterproof bag or valise when he is discharged?

A. He is allowed to take them away with him. Cl. 338.

*Q. What becomes of these articles usually when a soldier from any other cause becomes **non-effective**?*

A. They are sold, together with the rest of the soldier's effects. Cl. 337.

Q. State the exception to the above general rule.

A. When a soldier at a head-quarters or dépôt at which recruits join becomes non-effective within two years of his receiving the above articles, a Board will be assembled to fix their part-worn value. The part-worn knapsack, bag or valise will be put in store and issued to the next recruit

that joins. The value will be charged to the public in the pay list, and credited to the captain of the company, to be accounted for with the man's effects. Cl. 334.

*Q. With what object is a soldier supplied with **sea-kit**?*

A. To save his ordinary uniform during the voyage. Cl. 344.

Q. To whom must application be made for sea-kits?

A. To the Director of Clothing, who will forward the articles on requisition. Cl. 347.

Q. Is a complete sea-kit always issued?

A. No. In certain cases arrangements are made for the issue of time-worn clothing instead of the sea-kit frock, trousers, and cap. Cl. 341, 342.

Q. When should sea-kits be delivered over to the men?

A. When they are on the point of leaving their barracks. Cl. 340.

*Q. What is the general rule as to the issue of clothing and necessities to boys **enlisted on probation**?*

A. Certain detailed articles are at first issued, and the remainder are not supplied till he is finally passed into the service. Cl. 354.

Q. May C.-officers obtain necessities for their men otherwise than from the public stores?

A. Yes (with the exception of sea-kit); but they are responsible that the articles obtained are in all respects similar to the authorized sealed patterns. Cl. 376.

*Q. How is the **price of necessities** fixed?*

A. An official price list is issued annually.

Q. How are necessities obtained from the public stores?

A. C.-officers forward (quarterly at home stations) requisitions to the Director of Clothing. Supplementary requisitions may be made in cases of emergency. Cl. 474, 490.

Q. Is there any other public source from which necessities can be procured?

A. In some stations abroad necessities are kept in charge of the Ordnance Store officer, to whom application should be made before sending demands to the Clothing Department. Cl. 476.

Q. In what manner are necessities to be marked?

A. With the soldier's number and corps, as laid down in the Appendix of Clothing Regulations.

Q. By whom is the expense of marking paid?

A. By the public in the case of free issues, but soldiers will be charged for the marking of such articles as they purchase. Cl. 512.

Q. State the principal regulations governing the inspection of necessities by a Board of Survey.

A. When a supply of necessities arrives at a station, a Board composed of the three senior officers of the regiment or corps is assembled, causes the packages to be examined and opened, and compares their contents with the invoice. The quality and condition of the articles is tested, if necessary, by reference to the sealed patterns. Cl. 703.

Q. To whom are the proceedings forwarded?

A. The C.-officer forwards them to the Director of Clothing.

Q. What action is taken if any of the articles are rejected as being damaged or of inferior quality?

A. An extract of the proceedings of the Board will be forwarded by the C.-officer to the General in Command, who will fully investigate the case, and if necessary transmit his opinion to the Adjutant-General. Cl. 713.

Q. Upon what other occasions are regimental Boards of Survey convened?

A. To take stock and report on the condition of articles in store. Cl. 719.

Q. Under what circumstances must the Board be composed of officers of different regiments?

A. In the case of part-worn clothing being transferred from one part of a regiment or corps to another part of the same regiment or corps. Cl. 723.

Q. In transferring a soldier from a mounted to a dismounted corps and *vice-versâ*, what becomes of his kit?

A. He will be supplied free of cost with such articles necessary to complete his kit as have not been supplied to him, and his mess-tin, valise, or knapsack will be exchanged for an article of the requisite pattern or taken over at a valuation. Cl. 766.

Q. What is the regulation as to other cases of transfer?

A. Where there is a difference of pattern or scale of issue to the two corps, the new articles required are supplied at the public expense (except when the transfer has been made at the soldier's own request). Cl. 776.

Q. State the regulations as to the kit of prisoners sentenced to imprisonment, who are still to be retained in the service.

A. Where the imprisonment does not exceed one year, such necessities as may be required for use at punishment drill (under the rules for provost prisons) will be sent with the soldier. In other cases it will be retained by the corps and re-issued to the soldier on release. Where the imprisonment exceeds one year the kit will be sold, and the soldier on release will be given a new free kit. Cl. 813.

Q. How are prisoners embarked on board ship treated as to kit?

A. They are supplied with a sea-kit at public expense. Cl. 816.

Q. When a soldier deserts, what becomes of his necessities?

A. They are sold with his other effects. Cl. 819.

Q. On rejoining from desertion, how does he obtain necessities?

A. He is supplied with such articles as he requires, and for these he will have to pay. Cl. 824.

Q. In the case of a recruit deserting before he receives a kit, how is he provided with necessities on rejoining?

A. A free issue is made to him.

Q. What course is pursued when a soldier rejoins from desertion, and is without the articles of necessities required for cleanliness?

A. *He is at once supplied with these on the understanding that the value will be recovered from him on his return to duty.* Cl. 825.

Q. When a man is punished for fraudulent enlistment and is sent back to the corps he quitted, how is he supplied with necessities?

A. *He can retain such articles in his possession as can be made use of, but must pay for all articles deficient in the kit as originally issued to him.* Cl. 827.

Q. Are soldiers **discharged with ignominy** allowed to take their necessities away?

A. *Yes, and also a pair of boots.* Cl. 832.

Q. How does he obtain possession of these necessities?

A. *They are sent with him to the prison and retained by the Governor till he is released.*

Q. How are soldiers treated who are convicted of offences against enlistment?

A. *They are only allowed to take to prison as necessities a pair of socks, a pair of braces, and a shirt, as well as a pair of boots.* Cl. 836.

Q. Do soldiers carry all their necessities when going on active service?

A. *No. A specified portion may, with the consent of their C.-officers, be disposed of.* Cl. 912.

Q. How are these again replaced?

A. *On returning from service as effective soldiers, the kits are completed at public expense.*

Q. Name the necessities **specially issued** to an infantry soldier going on service.

A. *Clasp-knife, housewife, lanyard, tin of grease, worsted cap.*

Q. From what source are necessities drawn by troops while on active service?

A. *From the Ordnance Store Department.* Cl. 914.

Q. May necessities lost or damaged on active service be replaced at the public expense?

A. Yes, by the order of the General Officer Commanding. Cl. 921.

Q. What amount of necessities do units take with them to India?

A. Sufficient for twelve months' consumption. Cl. 971.

Q. State the rules as to bringing back necessities from India.

A. All articles of army pattern, not special to India, are brought home. A regimental board is to be held on them before embarkation, and a committee of survey will inspect them within one week after disembarkation. Cl. 988.

Q. What alteration has recently been made as to the payment for sea-kit?

A. The soap and tobacco issued to the soldier must be paid for, but the remainder of the sea-kit is issued free of charge. A. O. 78/92.

Q. In what books are the accounts of necessities kept in store?

A. (1) The ledger for necessities. (2) The ledger for sea-kit. Cl. 610.

Q. State the general regulations as to keeping these books.

A. They are to be posted daily. All necessities received from whatever source will be brought on charge, except those articles supplied on immediate repayment. All issues to soldiers will be debited. The ledgers are to be balanced quarterly, and a board of survey checks the stock in store. Cl. 611, 613, 641.

Q. What is the object of the free kit issue book?

A. It is a book kept by the officer commanding the company, in which every recruit signs for all articles of free kit issued to him. The issuing officer and pay-sergeant also sign it. Q. xxii. 76.

SYSTEM OF MESSING.

Q. What are the duties of a C.-officer in reference to the **messing of soldiers**?

A. *He is responsible that the meals are properly and sufficiently provided without exceeding the rates laid down in the Allowance Regulations, and that an evening meal is furnished in addition to breakfast and dinner.* Q. vii. 146.

Q. How is supervision maintained?

A. *Officers on regimental duty are to visit the barrack-rooms at meal-times and see that there is no cause for complaint. The kitchens and cooking apparatus are to be visited daily.* Q. vii. 147.

Q. From what source is the soldier's food derived?

A. *It is composed in peace time of two portions—(1) the free ration provided by Government; (2) the extra messing paid for by himself.*

Q. Of what is the **free ration** composed?

A. *At home in stationary quarters—1lb. bread, $\frac{3}{4}$ lb. fresh or preserved meat. Under canvas, $\frac{1}{4}$ lb. meat in addition.* Al. 15.

Q. What is the free ration in stations abroad?

A. *1lb. bread, 1lb. fresh meat or $\frac{3}{4}$ lb. preserved meats in all stations where there are not special local rates in force.* Al. 16.

Q. What is the **special ration** issued for active operations in the field?

A. *The Government in this case provide the whole of the soldier's food on the following scale for each man—1lb. meat, 1 $\frac{1}{4}$ lb. bread or 1lb. of biscuit or flour, $\frac{1}{8}$ oz. tea, $\frac{1}{8}$ oz. coffee, 2ozs. sugar, $\frac{1}{2}$ oz. salt, $\frac{1}{8}$ oz. pepper, $\frac{1}{2}$ lb. fresh vegetables or 1oz. compressed vegetables.* Al. 20.

Q. May this ration be in any way varied?

A. *When the supply of cattle is abundant, the fresh meat may be increased to 1 lb., while at the recommendation of the medical authorities $\frac{1}{10}$ gill lime-juice with 2ozs. sugar*

may be given when fresh vegetables are not issued, and $\frac{1}{2}$ gill of rum be added. Portions of biscuit, bacon, and cheese may be substituted for $\frac{1}{4}$ lb. of meat. *Al.* 23.

Q. State some of the **equivalents** which may be used as substitutes for the constituents of the ration.

A. Biscuits and rice for bread, salt meat for fresh or preserved meat, preserved and compressed vegetables for fresh ones, peas and oatmeal for flour, and porter for rum. *Al.* 22.

Q. What persons in general terms are entitled to rations?

A. At home every warrant-officer, N.-C. officer, and man on the effective strength of the army. Abroad—In addition officers and their male civilian grooms, while the married women draw half rations. *Al.* 10.

Q. Do men in hospital obtain free rations?

A. No. A diet suitable to the condition of the patient is ordered by the medical authorities.

Q. What stoppage is made from a soldier's pay on account of his **hospital diet**?

A. 7d. a day in ordinary cases, but if his illness is certified by the medical officer attending him to be due to an offence under the Army Act, his whole pay for the day is forfeited. *Al.* 50. *P.W.* 824.

Q. What are the arrangements for providing men with food in **prison or cells**?

A. They receive no pay, and are subsisted by the prison authorities. On the day of release the soldier receives his free ration again, or an allowance of 6d. in lieu thereof. *Al.* 71.

Q. Do men confined in the **guard-room** obtain a free ration?

A. Yes, or 6d. in lieu thereof. If their pay is forfeited, they in addition receive subsistence money not exceeding 5d. *Al.* 71.

Q. How is the case of an **absent soldier** dealt with?

A. Men absent without leave who do not return within

twenty-four hours are struck off the ration list. Rations unavoidably drawn are retained for issue the next day. Al. 33.

Q. What provision is made for supplying food to troops in billets?

A. An innkeeper is obliged on demand to furnish a breakfast and a hot meal. A. A. Act, 1892.

Q. In what manner are troops fed on board ship?

A. A ship ration is issued varying slightly day by day. Fresh meat and vegetables are always given out when practicable. Q. xvii. 212.

Q. Under what circumstances may a **grocery ration** be drawn?

A. At a few foreign stations, and in cases of emergency, where a soldier cannot procure extra messing, a public issue for payment of $1\frac{1}{2}d.$ may be made.

Q. State its constituents.

A. $\frac{1}{4}lb.$ bread, $\frac{1}{8}oz.$ tea, 2ozs. sugar, $\frac{1}{8}oz.$ coffee, $\frac{1}{2}oz.$ salt, $\frac{1}{8}ozs.$ pepper. Al. 17.

Q. From what source are rations of bread and meat derived in peace time?

A. They are either supplied direct from the commissariat slaughter-houses and bakeries, or more usually by a local contractor.

Q. Describe the steps taken to distribute the rations.

A. The rations are all laid out at an appointed spot daily, and the orderly officer inspects the quality, the quartermaster sees that the quantity is right, and a proportion of men from each mess attend to carry them away when passed. In large garrisons, instead of an orderly officer, there is a garrison board.

Q. What happens if the rations are found insufficient or condemned?

A. The deficiency must be at once made good by the person furnishing the rations, and if this is not done, supplies may be purchased and the cost charged to the public or the contractor, as the case may be.

Q. Of what does the **extra** messing or grocery ration consist?

A. The groceries, vegetables, milk, or other articles which supplement the free ration.

Q. How much does it cost?

A. The amount varies in different corps from 3d. to 4½d., but the total messing and washing stoppage must not exceed 5½d. P.W. 840.

Q. From what source is the grocery ration obtained?

A. The C.-officer will arrange for the supply of the articles by contract, or obtain them from the regimental canteen. Q. vii. 158.

Q. State the arrangements that have been made to ensure an efficient system of military cookery in the army.

A. An instructional kitchen has been formed at Aldershot with the view of having a thoroughly trained sergeant-cook and second-cook attached to every battalion and equivalent command. Q. vii. 149, 154.

Q. Are sergeant-cooks appointed to a corps directly after he has undergone his course?

A. Yes; but he is considered on probation for three months, after which, if his work is satisfactory, he is confirmed in his appointment. Q. vii. 154.

Q. If it is considered desirable to deprive a sergeant-cook of his appointment, what action is taken?

A. A report is made through the General Commanding to the Adjutant-General. Q. vii. 156.

Q. Describe briefly the duties of a **sergeant-cook**.

A. He is responsible for the condition of the cook-houses and cooking appliances, and will personally superintend all the cooking, and instruct the cooks placed under his orders. He will attend the issue of rations, and assist in their proper distribution. In arranging the meals he will secure variety as economically as he can, and take care that each mess is equally well treated. Q. vii. 153.

Q. Explain the position of the second cook.

A. He is available to take the place of the sergeant-cook when necessary, or to superintend the cooking of a detachment. When not thus employed he will do duty in the ranks. Q. vii. 154.

Q. What becomes of the refuse from the cooking of the meat, &c.?

A. It should be sold, and the sum received should be divided monthly and carried to the credit of the messing of the companies concerned. Q. vii. 157.

Q. In what book is the value of the refuse credited to each company?

A. The messing book.

Q. Describe the company messing book (A. F. 48).

A. It contains a page for each day in the month, and a form in which the month's account is summed up and closed. On the top of the page is added the extra messing money and any other credit the mess may have from the refuse fund, &c. Lower down the expenditure on groceries is given in detail, summed up and deducted from the credit shown at top of page. Each daily sheet should be signed by the N.-C. officer in charge of rations, and the tradesman from whom the rations are received.

PAY, ALLOWANCES, AND STOPPAGES.

Q. Give the rates of ordinary pay at present in force for N.-C. officers and men of the cavalry and infantry.

		Cavalry.		Infantry.	
		s.	d.	s.	d.
<i>A. Quartermaster-Sergeant</i>	...	4	2	4	0
<i>Troop-Sergeant-Major</i>	...	3	10	—	—
<i>Colour-Sergeant</i>	...	—	—	3	0
<i>Sergeant</i>	...	2	8	2	4
<i>Lance-Sergeant</i>	...	2	4	2	0
<i>Corporal</i>	...	2	0	—	—
<i>Lance-Corporal</i>	...	1	7	1	3
<i>Private</i>	...	1	2	1	0

Q. From what date does the ordinary pay of a recruit commence?

A. That of attestation. *S.* 72.

Q. When does the pay of the higher rank to which a soldier may be promoted commence?

A. From the date on which the vacancy occurred to which he succeeds, provided it be certified that from such date the duties of the higher rank have been performed by him. *P. W.* 814.

Q. Explain what is meant by **deferred pay**.

A. It is a sum of money which accumulates during a soldier's service for his benefit, and is given him when he takes his discharge, passes to the reserve, is promoted to be a commissioned or warrant-officer, or completes 21 years, service in a rank not lower than sergeant. *P. W.* 710.

Q. State the rate of deferred pay.

A. £3 a year, or in the case of periods less than a year, 5s. for each complete period of 30 days or the remaining portion of each period. *P. W.* 712.

Q. For what period of service is deferred pay usually issued?

A. For the first 12 years of a soldier's army service, or up to the date (within 12 years) of his transfer to the Reserve.

Q. Under what circumstances is deferred pay issued beyond the specified period of 12 years?

A. (1) It accumulates in respect of service in a rank not lower than sergeant, which may be rendered after 12 years and up to 21 years.

(2) It is given to soldiers whose service is prolonged, and to army reserve men when mobilized. *P. W.* 714. *S.* 87.

Q. Is any **interest** allowed on deferred pay?

A. Not now, except in the case of men enlisted prior to 1881. *P. W.* 712.

Q. To whom alone is deferred pay issued?

A. To N.-C. officers and soldiers.

Q. What becomes of the deferred pay due to a man who dies in the service?

A. *It is paid to his heir.*

Q. Under what circumstances is deferred pay not issued?

A. (1) *To men enlisted for three years army service who do not extend their service.*

(2) *To boys discharged during probationary service.*

(3) *To soldiers who have improperly enlisted from the reserve and have been re-transferred to it.*

(4) *To soldiers discharged by purchase. P. W. 722.*

Q. State the regulations as to **forfeiture of deferred pay.**

A. *It is forfeited for every day for which service is forfeited. A General or District C.-martial has the power of directing the forfeiture of the whole, or a part, of the deferred pay already earned. P. W. 721, 722.*

Q. How is the amount of forfeited deferred pay computed?

A. *2d. a day is deducted for each day on which a soldier has forfeited service. P. W. 719.*

Q. May public charges be deducted from a soldier's deferred pay?

A. *Yes; it is liable for all fines, stoppages, and public and regimental debts. P. W. 723. F. I. 565.*

Q. Can a soldier before a discharge or transfer to the Army Reserve **sell or assign** his deferred pay?

A. *No such arrangement will be recognized by the authorities. F. I. 561.*

Q. Under what circumstances is deferred pay when due paid over as a lump sum?

A. (1) *To N.-C. officers on promotion to commissioned or warrant rank.*

(2) *To N.-C. officers on completing 21 years' service as sergeant, or on promotion to rank of sergeant, after 21 years' service.*

(3) *To men discharged abroad, or about to proceed abroad, immediately. P. W. 710. F. I. 563, 574, 575.*

Q. What course is pursued in the ordinary case of a soldier being transferred to the Reserve or discharged at home?

A. The captain advances a sum not exceeding £1 in cash to the soldier. The balance is remitted by cheque or post-office order the same day to his intended place of residence. F. I. 563, 567, 568, 572.

Q. To whom is **Good Conduct Pay** issued?

A. Soldiers under the rank of corporal, second corporal, or bombardier. P. W. 988.

Q. What is considered the test of a man's good conduct?

A. The absence of entries against him in the regimental defaulter-book.

Q. State in general terms what constitutes a **Regimental Entry**.

A. Every award of fine for drunkenness of 7s. 6d., or confinement to barracks exceeding seven days, and all awards of graver penalties, such as imprisonment, deprivation of pay, reduction and sentences of civil and military courts.

Q. xxii. 43.

Q. What conditions must a soldier fulfil in order to receive good conduct badges and pay?

A. He must possess a certain amount of qualifying service, and in addition must earn by his good conduct each successive badge.

Q. State the amount of **qualifying service** required.

A. 2 years' service required for 1 badge.

6	"	"	"	2	badges.
12	"	"	"	3	"
18	"	"	"	4	"
23	"	"	"	5	"
28	"	"	"	6	"

P. W. 990.

Q. Can a soldier obtain his badges earlier than is denoted in above scale?

A. If he has served continuously for 14 years without

an entry in the regimental defaulter-book, he may obtain subsequent badges two years earlier. P. W. 991.

Q. Define a term of good conduct.

A. Two clear years during which no entry has been made against a soldier in the regimental defaulter-book.

Q. Assuming a soldier has the qualifying service, what further condition must he fulfil?

A. He must serve a "term of good conduct" for his first badge, and no second or later badge can be granted until the badge or badges previously recorded have been held through a complete "term of good conduct." P. W. 995.

Q. What is the effect of a regimental entry on good conduct pay?

A. A badge is forfeited for every entry. P. W. 999.

Q. In what manner can a forfeited badge be again regained?

A. By completing a "half term of good conduct."

Q. State the regulations as to the forfeiture of Good Conduct Pay.

A. It is forfeited for every day for which service is forfeited, and when a soldier has been sentenced by a civil court to imprisonment exceeding six months, and in the case of a man enlisting from the Army Reserve, and on detection being re-transferred to it. A general or district C.-martial has the power of directing the forfeiture of all or any good conduct badges. P. W. 1001, 1002.

Q. Explain what is meant by extra duty pay.

A. Soldiers temporarily performing certain specified duties, or acting in certain specified situations, receive extra pay according to the authorized scale. P. W. 677.

Q. Define working pay.

A. It is the remuneration given to working parties, detailed with the sanction of the General in Command, for the performance of work for the departments of the army, and is issued according to the nature of the work and the qualifications and industry of the men employed. P. W. 752.

Q. In what cases is working pay not issued?

A. For fatigues or military works of an instructional nature, or to men in receipt of extra duty pay or departmental pay, or to artillerymen on ordinary duties of their profession, or to military artificers. *P. W.* 753. *Q.* viii. 34 (*vide p.* 76).

Q. State any other cases which may entitle a soldier to receive money.

A. Prizes of money are given for skill at arms, &c., and money rewards accompany decorations for valour, meritorious service, long service, and good conduct. *P. W.* 969, *et seq.*

Q. Enumerate the various classes of **allowances** that may be received by individual soldiers.

A. Allowances in respect of clothing, subsistence, fuel and light, lodging, and travelling.

Q. Under what circumstances would men receive an allowance in respect of clothing?

A. They may receive money compensation for the wear of clothing and boots due to them but not issued. Recruits purchasing their discharge, or men transferred to the Reserve, may under certain circumstances receive the money value of the kit or clothes they are entitled to. *Cl.* 179, 298, 312.

Q. What allowances might be received in respect of subsistence?

A. All persons entitled to rations, who, from some cause, do not receive them, are entitled to a daily allowance of 6d. in lieu thereof. Soldiers confined in the guard-room, and on the day of their release from prison are in addition entitled to a money allowance (not exceeding 5½d.) to cover the cost of their extra messing. *Al.* 26, 71. *P. W.* 840.

Q. Name the daily allowances sanctioned by Parliament for the lodging and subsistence of **soldiers in billets**.

A. Lodging, 4d.; hot meal, 1s. 3½d.; breakfast, 1½d. *A. A. Act*, 1892.

Q. When is a **commuted allowance** issued to soldiers instead of fuel and light?

A. When they are living out of barracks, or in Government buildings outside the barracks, or in barracks where no store of fuel is kept. *Al.* 215.

Q. With what object is **lodging money** issued?

A. To enable soldiers to provide themselves with hired accommodation where public quarters are not available. *Al.* 253.

Q. Specify the **travelling allowances** given to soldiers.

A. Soldiers serving at home receive the following rates of allowance for railway or coast-wise journeys without rations—

- | | |
|--|-----------|
| (a) For railway distances of 150 and under | } 6d. |
| 300 miles | |
| For railway distances of 300 miles and upwards | } 1s. 4d. |
| | |

(b) For coastwise distances one mile may be reckoned as three. *Al.* 356.

Q. Specify the rate of **contingent allowance** made to each company.

A. It varies according to the establishment from £8 to £12 a year.

Q. What expenses are to be defrayed out of the allowance?

A. Stationery and postage, pay of storemen, repairs of arm-chests, cleansing materials for barracks, rooms, &c. *Al.* 648.

Q. Describe the circumstances under which a soldier **forfeits his pay**.

A. He forfeits pay for—

- (1) Every day of illegal absence, however short, of which he is convicted by court-martial, and every day of illegal absence exceeding five days in all cases.
- (2) Every day of imprisonment.
- (3) Every day of detention on a charge on which he is afterwards convicted by a court, or (in the case

of absence without leave) awarded imprisonment by his C.-officer.

- (4) *Every day in hospital on account of sickness certified to be caused by an offence committed by him. P. W. 824.*

Q. Under what circumstances is it optional to enforce the **forfeiture**?

A. (1) *For every day of illegal absence not exceeding five days, which is summarily treated by a C.-officer.*

- (2) *For every day of detention on confession of desertion and fraudulent enlistment when trial is dispensed with by the competent military authority. P. W. 824. Q. vi. 160.*

Q. What is meant by the expression **mulet pay**?

A. *Pay forfeited by award of a C.-officer for illegal absence without leave under five days.*

Q. Does a soldier receive pay for the day of his release from prison?

A. *No. P. W. 828.*

Q. What is the general rule as to **stoppages** from a soldier's pay?

A. *The total daily pay and emoluments is available to meet any charges to which the soldier is liable, but he must always be left a residue of 1d. a day.*

Q. How is the amount of a fine for drunkenness recovered from a soldier's pay?

A. *By a daily deduction from his pay, and not from any other source while he remains in army service.*

Q. vi. 65.

Q. What stoppage may be inflicted in the event of a **militia man** improperly enlisting in the Regular Forces?

A. *£1; or if belonging to the militia reserve, £2.*

Q. To what amount may stoppages be enforced for the **maintenance of wife** and children?

A. *6d. in the case of sergeants and N.-C. officers of higher rank; 3d. for all other soldiers. S. 145.*

Q. Are these stoppages ever exceeded?

A. Only in the case of men on the married establishment abroad who are separated from their families, and are drawing field rations; or in any case of allotment by consent, which must not exceed three-quarters of a day's pay. P. W. 838. F. I. 587.

Q. May the pay of N.-C. officers and soldiers be stopped to meet any public claim against them?

A. Yes, by an order from the Secretary of State. P. W. 844.

Q. Specify some of the causes which necessitate a soldier being **put under stoppages**.

A. He may be required to make good any expense, loss, damage, or destruction, as may be awarded by court-martial, or any expenses, or loss or damage done to regimental equipment or necessaries, or to buildings or property as may be awarded by his C.-officer. S. 138.

Q. Are **finés** awarded by a civil court recoverable from a soldier?

A. Yes.

Q. What is the maximum amount of **daily stoppage** for extra messing and washing?

A. 5½d. a day. For men in hospital, 7d. P. W. 840. AL. 56.

Q. Do soldiers pay for their messing on board ships?

A. No; except in the case of troops coming from India. F. I. 583.

Q. What charges are made against soldiers who wilfully or negligently destroy an article of their **equipment**?

A. They will be charged according to the extent of the damage, and will be held liable for the proportionate value of the unexpired period of wear. Eq. R. 92, 93.

Q. At what rate may lost **medals and clasps** be replaced?

A. 7s. 6d. for a medal; 1s. 6d. for a clasp. P. W. 987.

Q. To what extent are soldiers placed under stoppages in respect of **clothing and necessaries**?

A. No article of clothing is sold absolutely to a soldier. The amount paid is for the use of the article, and to replace those lost or prematurely worn out. Necessaries are bought by a soldier to complete his kit, and their full value charged. Cl. 373.

Q. What is the amount of the subscription to the recreation rooms or library?

A. Sergeants 6d., corporals 4d., privates 3d. a month. Q. xv. 99.

Q. State the regulations as to barrack damages.

A. The total amount assessed against the troops is published in regimental orders, and the share to be borne by each company specified. Charges which cannot be assessed against individuals are divided equally. Q. xv. 49.

Q. To what further charges is a soldier liable?

A. Haircutting, marking, armourers, tailors and shoemakers' charges; and any debts due to the company.

Q. In deducting stoppages what charge has always the precedence?

A. The compulsory stoppage for wife or children. F. I. 596.

SYSTEM OF PAYMENT.

Q. Describe in general terms the duties of the Army Pay Department.

A. It has to receive, disburse, and account for, under the orders of the Secretary of State, moneys receivable and payable for military exercises. F. I. 1.

Q. From what sources do paymasters receive the moneys they require?

A. From the War Office at home and from the Treasury Chest abroad. F. I. 92, 93.

Q. Describe the general method in which paymasters obtain the funds required.

A. Paymasters are required to transmit monthly cash estimates, some ten days in advance, of the sums they require for each month. The amounts required on these estimates are usually demanded and issued in weekly instalments. A paymaster should not keep in his hands a larger sum of money than is necessary to meet his immediate requirements. Supplementary estimates may be forwarded to meet unforeseen contingencies, and money may be demanded by telegram in very urgent cases. F. I. 68, 71, 72, 73, 77.

Q. State in general terms how the duties of the Pay Department are distributed.

A. A district paymaster is charged with the duties of payment and accounts for all staff and district services in the command. Station paymasters are charged with the payment of all regular troops in the station or attached to it. Paymasters at the head-quarters of a regimental district account for the pay and allowances of all pensioners, militia, and reserve forces belonging to the district. For the ordnance factories and certain depôts special accountants are appointed. F. I. 40, 41, 43, 77.

Q. By whom and for what purpose are sub-estimates furnished?

A. They are forwarded not later than the 12th of each month by sub-accountants to all paymasters, who furnish direct accounts to the War Office, with the object of enabling them to accurately make out their monthly estimates. F. I. 84.

Q. Enumerate some of the sub-accountants who have to forward sub-estimates.

A. Officers commanding units of Royal Artillery, Royal Engineers, Army Service Corps, &c. F. I. 85.

Q. Are officers commanding squadrons or companies of cavalry or infantry required to forward sub-estimates of the cash required for the payment of the men under their command?

A. No. The paymaster will frame his estimate on the basis of the establishment of the corps with such deductions as experience may show to be desirable. F. I. 86.

Q. Explain the duties of a paymaster in his intercourse with combatant officers.

A. He will at all times be ready to furnish advice and information on financial matters connected with the service. He is forbidden to take charge of any regimental or other funds, or to advance, lend, or exchange money, or change private cheques out of the public funds. He must not be employed in any trade or agency, or derive any advantage from his position beyond his authorized pay and allowances. *F. I.* 5, 18, 20, 21.

Q. Describe in outline the system of payment of a company of infantry.

A. The officer commanding the company forwards weekly requisitions to the adjutant for the cash required for the payment of the men (*A. F. N.* 1487). The adjutant forwards to the station paymaster a weekly requisition for the battalion requirements (*A. F. N.* 1488). The station paymaster issues weekly the money demanded to the adjutant, who signs a receipt for the total amount and distributes the money to the officers commanding companies. The receipts of the company officers are afterwards forwarded to the paymaster and arrangements made for issuing the pay to the men. *F. I.* 103, 105, 106.

Q. In what form is the money issued by the paymaster?

A. By cheque for the whole amount or by separate cheques for each company, as may be arranged. In cases where the bank is at a distance from the barracks, the paymaster may be required to pay in cash. *F. I.* 108, 109.

Q. How is money issued to a company on detachment?

A. It is sent direct to the officer commanding by the station paymaster. *F. I.* 110.

Q. State an alternative method of meeting the demands of sub-accountants.

A. The adjutant, or the officer commanding the unit concerned, may open an account at the same bank used by the station paymaster, and have the money paid into it as demanded. *F. I.* 113.

Q. Explain clearly the position of the **officer commanding a company** as a sub-accountant.

A. He receives every week from the station paymaster (directly or indirectly) a sum estimated to cover his cash payments to the men. At the end of every month the money thus received must be accounted for in detail to the paymaster. On the other hand, an account must be kept between the captain and each soldier that he pays, and balanced the end of every month.

Q. In what books are the **company accounts** kept?

A. The Pay and Mess Sheet (A. F. 1504), Monthly Pay List (A. F. 1505), Cash Book and Ledger (A. B. 69), Pay-Sergeants' Cash Book (A. B. 70), Savings Bank Ledger (A. F. 80), and Messing Book (A. F. 48). F. I. 338.

Q. What **assistance** is allowed to a captain to keep his accounts?

A. A colour-sergeant is appointed to act as pay-sergeant and keep the accounts under his superintendence. Q. vii. 117.

Q. Describe in general terms the plan followed in **keeping a soldier's account**.

A. A man is credited with everything that he is entitled to receive in the way of pay, allowances, compensation, &c. On the other hand, he is debited with all legitimate stoppages and the balance paid in cash.

Q. How is **pay issued**?

A. In the presence of an officer, weekly in arrear. In cases of misconduct a soldier may be ordered to receive his pay daily. Q. vii. 133. P. W. 812.

Q. With regard to the amount of pay issued, what special precaution should be taken?

A. Care should be taken to keep the soldier's debt or credit at the end of the month as small as possible. With a little arrangement a man's account may be made to exactly balance in ordinary cases.

Q. Under what **two main heads** may stoppages that appear in accounts be classed?

- A. (1) *Those due to the public, the money to pay which is left undrawn and simply accounted for.*
 (2) *Those due to sums expended on the soldier's behalf, and coming under the general head of regimental bills, which are drawn from the paymaster and withheld from the soldier. F. I. 340.*

Q. Explain the advantages of the **Pay and Mess Book** if properly kept.

A. *It facilitates the balancing of the monthly accounts and making up the pay list, by giving a daily record of the messing and cash paid to, or on account of, every soldier. F. I. 340.*

Q. State generally the **contents** of the Pay and Mess Book.

A. *It deals with (1) messing, (2) issue of pay, (3) public stoppages and regimental bills, (4) summary of above for the month.*

Q. Describe how the first part of the Pay and Mess Book is filled up.

A. *In the columns ruled for each day in the month the soldier is accounted for by means of a letter as being in mess, hospital, confinement, or absent from any cause. The result as to drawing rations, extra messing, or subsistence is then totalled, daily for all, and monthly for each individual. A. F. 1504.*

Q. How is the **issue of pay** shown in the second part?

A. *The amount of pay issued to each man is entered in the column corresponding to the day of issue. The total daily or weekly issue is entered at the foot of the column, and verified by the signature of the officer witnessing the payment. The sum of the monthly totals issued to each soldier should correspond with the sum of the daily or weekly totals at the foot of the sheet. To guide officers in estimating the payments that may be made, the debts and credit of each man for the previous month is shown. A. F. 1504.*

Q. What are the **public stoppages** which are credited to the public in the company pay list?

A. (1) Fines for drunkenness. (2) Hospital stoppages. (3) Debtor balances of deserters rejoined. (4) Stoppages under Militia Law. (5) Clothing and necessities on repayment. (6) Stoppages for clothing, &c., obtained by fraudulent enlistment. (7) Stoppages for stores lost, damaged, or deficient. (8) Allotments of pay to families. A. F. 1504.

Q. State the regulations as to the amount of a public stoppage.

A. Where a stoppage is due to the public, its full amount is credited in the monthly pay list, irrespective of whether it can be recovered or not from the soldier during the month. F. I. 342.

Q. Enumerate some of the usual stoppages that are deducted monthly from the soldier's pay, and come under the head of regimental bills.

A. Messing, washing, hair-cutting, marking, subscriptions, tradesmen's bills, barrack damages.

Q. How would fines awarded by a civil court or stoppages awarded to make good money stolen from a comrade be treated?

A. They would be charged under the head of regimental bills, but the amounts will only be recorded against the soldier as they are recovered. F. I. 343.

Q. In what manner are the names of N.-C. officers and men entered in company books?

A. An alphabetical arrangement is adhered to, but each rank is kept separate, the N.-C. officers being entered first.

Q. Explain the facilities given to a soldier for banking his money.

A. He may deposit his money in the regimental savings bank at interest of $3\frac{3}{4}$ per cent. per annum, and withdraw it at any time on giving seven days' notice. A. C. 41/83.

Q. What restrictions are there as to the amount of money that may be deposited?

A. No sum less than 1s. is taken. Interest is not paid on more than £200, nor is it allowed on more than £30

deposited in any one financial year (ending the 31st of March).

Q. State the rules as to the **interest on deposits.**

A. Interest is calculated monthly, and added to the principal quarterly. No interest is allowed on any sum that has not been at least one month in the bank, nor is interest payable on a fraction of a pound less than 6s. 8d.

Q. Describe the **savings bank ledger.**

A. Each page contains the account for a financial year, and a separate account is kept for each depositor. Every deposit is verified by the signature of the captain, and every withdrawal by that of the depositor. The accounts are balanced quarterly, and signed by the captain.

Q. On the **discharge or death** of a depositor, how is his balance in the savings bank disposed of?

A. At the death of a soldier, interest ceases on his deposit at the next day of monthly settlement, and the total amount to his credit is then withdrawn and added to his other effects. A discharged soldier may draw interest on his account for a period not exceeding six months. A. C. 41/83.

Q. Who is **responsible** that savings banks accounts are accurately kept?

A. The captain.

Q. On a depositor becoming **non-effective**, what entry is made in the ledger?

A. The fact with the nature and date of the casualty is noted on the face of the account.

Q. Are **gratuities** deposited in a savings bank to be entered in the company ledger?

A. No. They are noted in a separate ledger, kept for gratuities without reference to companies.

Q. What becomes of the savings bank deposit of a **deserter**?

A. It is forfeited.

Q. What becomes of the money deposited in the savings bank?

A. The captain demands so much less cash from the

paymaster on the next occasion he requires money, and the deposit is noted on the debtor side of the abstract (Form 3, Pay List). In the case of withdrawals the contrary takes place. The captain has to pay away money he otherwise would not have paid, and must therefore be credited with the amount of withdrawal in the next abstract.

Q. What **check** is kept on the company savings bank account?

A. It is compared quarterly with the regimental ledger.

Q. What is the **company pay list**? (A. F. N. 1505.)

A. It is a claim made by the captain against the paymaster for the amount of pay and allowances due by the public to the company for the services of men during the preceding month, less authorized deductions.

Q. State in general terms the information given in **Form 1** of the Pay List.

A. It shows in detail the sums due to the company on account of pay, subsistence, and allowances, and the sums actually disbursed to the men or on their behalf. It further shows the credits and debts of the company in reference to the public arising from authorized stoppages, balances of non-effective accounts, and other causes.

Q. Give in detail the **debtor** side of a company's account, and name the sources from which the data are derived.

A. (1) The debts (if any) due from the last month as shown in the preceding Pay List.

(2) The total cash payments to each soldier during the month (Pay and Mess Book).

(3) The total of regimental bills paid on the soldier's behalf by the captain, the details of the expenditure being shown in the Pay and Mess Book.

(4) The total authorized stoppages due to the public as shown in the Pay and Mess Book.

Q. Describe in detail the **creditor** column of the account.

A. (1) The balance credit (if any) from preceding month (from previous Pay List).

- (2) *The total ordinary pay drawn for the days a soldier was on duty (Pay and Mess Book).*
- (3) *The total good conduct pay due (Pay and Mess Book).*
- (4) *Allowances in lieu of rations, or for subsistence in the guard-room or on the march (Pay and Mess Book).*

Columns are added in which are shown the balances at the end of the month due to or from the public on non-effective accounts of deserters, and due by or to the soldier.

Q. What results from summing up the debits and credits of a soldier?

A. The balance cash due by or to the soldier is shown, and completes his ledger account for the month.

Q. What records of the ledger account of a soldier are made?

A. Pay Lists are made out in duplicate. One copy of A. F. N. 1505 is called the "Pay List," the other copy the "Duplicate Pay List," and will be marked as such. The monthly debt or credit of a soldier is also always noted in his pocket ledger. F. I. 341. Q. vii. 138.

Q. State the regulations governing the monthly settlement of accounts.

A. The ledger account of each soldier is to be read over to him, and he will sign his accounts in the "Duplicate Pay List" in the presence of the captain. The balance of the account, whatever it may be, is also entered in the soldier's pocket ledger (vide p. 94). The accounts of soldiers who cannot write are to be verified by the signature of a witness (other than the pay-sergeant) to the soldier's mark. Q. vii. 139. F. I. 347.

Q. What reports have to be made on the same subject?

A. A certificate stating that the accounts of the men have been duly made out, and that the balances (if any) in their favour have been carried to their credit, is to be forwarded by the captain to the C.-officer, who will certify

to the same effect on the monthly regimental return, which is transmitted to the Adjutant-General. Q. vii. 134.

Q. In the event of a soldier being **transferred** from A Company to B Company during the month, how is his account settled?

A. His account is closed on date of transfer. If it shows a debtor balance the amount will be credited to A Company and charged against B Company in the "general state." If the account shows a creditor balance, it will be entered as a regimental bill in the Pay and Mess Book of A Company, and credited to B Company in the "general state." A. F. N. 1505.

Q. What information is afforded by **Form 2** of the Pay List?

A. It is simply a totalled summary of the accounts given in Form I., giving more in detail the other credits due by the public, such as extra-duty pay, departmental and engineer pay, and miscellaneous allowances.

Q. Describe in general terms the **abstract** and **general state** (Forms 3 and 4).

A. These are practically one account divided for convenience in two parts. In Forms 1 and 2 the debts and credits of the company to individual men, or on their behalf, or to the public on account of individual men have been noted. The company as a unit is, in addition, entitled to certain allowances, such as contingent allowance, and allowances for repairs. The deposits and receipts in the savings bank must also come into account as between the paymaster and the company, and the actual difference between the amount drawn from the paymaster and the money expended on behalf of the company must be made clear. The abstract and general state show under different heads the total charges made by the company against the paymaster, and on the other hand the amount received from the paymaster, the stoppages and other monies that he is empowered to credit the public with; and the amount of regimental bills due by the company.

Q. Describe the **abstract** more in detail.

A. On the credit side is shown the total charges made by the captain on behalf of the company against the paymaster, including all pay and allowances of every kind that the company is entitled to, savings bank withdrawals, (p. 124), and debtor balances on non-effective accounts. On the debtor side appears in detail the authorized public stoppages, credits arising from non-effective accounts, and all savings bank deposits. As the paymaster takes credit for these items in his account, they may be looked upon as receipts by him. As no regimental bills appear in the abstract, a large credit balance to the company is the result, and is carried forward to the "general state."

Q. Describe the contents of the "General State."
Form 4.

A. On the credit side are the total "charges" brought forward from the abstract, or, in other words, the total amount of money the company is entitled by regulation to draw for the month. To this is added any credit balance that may be over from the preceding month. On the debit side the "receipts" of the paymaster are brought forward from the abstract. To these are added the remainder of the debts of the company at the end of the month, viz.—the regimental bills, the cash advanced by the paymaster during the month, and the balance debtor if any from the preceding month. Finally the account is balanced, and the result shows the exact financial position of the company in its relation to the paymaster.

Q. State the regulations as to the amount of balance shown.

A. It should be as small as possible. The balance due to the public (i. e. the amount advanced by the paymaster in excess of requirements or the balance creditor of an account) should not as a rule exceed £10 when the pay list contains charges for the pay of 150 N.-C. officers and men, nor £20 in the case of a list dealing with a larger number of men. F. I. 351.

Q. By whom is the "General State" signed?

A. By the officer commanding the company, who certifies

to the correctness of the account ; and by the paymaster, who passes it after examination, and testifies that the balance shown is correct.

Q. What information is to be found in **Forms 5, 6, 7,** of the Pay List?

A. *They show the effective strength of the company or squadron in men and horses, give the farriery allowance, and show in detail the amount of rations that ought to have been drawn, as well as those that have actually been issued.*

Q. What is the use of the **Balance-sheet?** (Form 8.)

A. *The general state shows the position of the company on the assumption that sub-accounts, such as the men's ledger and messing accounts, and the contingent account each absolutely balance, and that all bills and charges are paid. This is never the case, and a balance-sheet is necessary to account for the difference between the balance as shown in the general state and the balance of cash as it actually exists in the captain's hands.*

Q. Explain the manner in which the **balance-sheet** is filled up.

A. *Under the head of liabilities is shown the sum, if any, overdrawn from the paymaster and due to him (balance debtor of general state) ; the sum due to the men on their ledger accounts for the month (balance credit of ledger accounts) ; the balance credit of the messing and contingent accounts, and therefore due to them ; unpaid company bills and moneys due to other companies. Under the head of assets appears the money, if any due, from the paymaster to meet the company charges (balance creditor of general state) ; the money due from the men on their ledger accounts (balance debtor of ledger accounts) ; and the moneys owed by other companies. The above assets, together with the cash in the captain's hands at the end of the month, should exactly equal the liabilities.*

Q. Describe the **cash-book and ledger.** (A. R. 69.)

A. *It contains a detailed account from day to day throughout the month of the cash receipts and disbursements*

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of the captain. These are transferred at the end of the book to the ledger account, which is balanced on the last day of the month.

Q. Name some of the items that usually appear in the account.

A. As receipts: the cash in hand from the previous month; the sums received from the paymaster, deposits in the savings-bank; moneys arising from sale of men's effects, or mess refuse. As payments: all payments to or for men; savings bank withdrawals; washing, hair-cutting, and marking bills; sergeants' mess bill; stationery, postages, funeral expenses, &c.

Q. Describe the **pay-sergeants' cash account**. (A. B. 70.)

A. All expenses connected with the company should theoretically be paid by the captain, and accounted for in his cash account, the pay and mess book, or the pay list. Practically, however, it is a convenience for the pay-sergeant to make advances to the men, pay small accounts, and receive moneys on behalf of the company when the captain is not on the spot. The cash account shows in detail all sums thus received and expended, and every receipt and payment is attested by a signature. For the accuracy of his sub-account the pay-sergeant is responsible to the captain.

Q. What are **non-effective** accounts?

A. Statements of the accounts of soldiers who become non-effective by reason of death, desertion, discharge, insanity, conviction of felony, sentence of penal servitude, or relegation to the reserve after conviction of fraudulent enlistment, &c.

Q. By whom is the non-effective account of a soldier to be made out?

A. By the officer commanding his company, on A. F. O. 1625.

Q. What information is to be found in the account?

A. It contains a full statement of the man's accounts, up to the date on which he became non-effective; any savings bank balance to his credit is shown as well as

the amount realized by the sale of his effects. The account is completed by the station paymaster, who inserts the amount of deferred pay (if any) due to the soldier, and the balance due by or to him. F. I. 623.

Q. With regard to the **balances** due to or from the public on non-effective accounts, what should be noted?

A. A debtor balance charged against the public on the non-effective account of a deserter, must be vouched for by a certificate prepared by the station paymaster, showing the amount of the unrecovered debts of the deserter, and the period and designation of the account in which such unrecovered debts were charged against the public. The credit balance to the public, arising from the sale of the effects of deceased men, is the net balance after all regimental charges are paid. Should any payments be paid to legatees or other claimant present with the unit, the residue only, if any, will be credited to the public. F. I. 622, 640.

Q. If a soldier thinks himself wronged in any matter affecting his pay, what **remedy** has he?

A. He applies for redress first to his captain, and if satisfaction is not obtained, may refer the matter to his commanding-officer, and if not then satisfied, may appeal to the officer commanding the district or station in which he is serving. Soldiers ordered to pay a fine, or suffer a deduction from their ordinary pay, have a right to be tried by district court-martial instead of submitting to such fine and deduction. S. 43, 46.

Q. Explain what is meant by **crying down the credit** of a regiment.

A. On the first arrival of a unit at any place where it is to remain in quarters, the C.-officer causes a public proclamation to be made, that if the landlords or other inhabitants suffer the soldiers to contract debts, such debts will not be discharged. Q. vii. 337.

Q. What is the result of this?

A. The officers are not obliged to discharge debts incurred by soldiers after such a proclamation.

TRANSFER AND DISCHARGE.

Q. Under what circumstances is the transfer of soldiers from one corps to another authorized?

A. (1) *To enable a younger brother to serve with an elder ; (2) to re-engage in a new corps ; (3) to join the Royal Artillery, Royal Engineers, or Foot Guards, (or) a departmental corps ; (4) transfer, by consent, of a soldier or marine ; (5) transfer of men under three months' service ; (6) transfer of men invalided or unfit for foreign service ; (7) transfer of recruits irregularly enlisted or not finally approved : (8) transfer of soldiers abroad who have more than two years' army service unexpired.* *Q.* xix. 15. *S.* 83.

Q. By whom are the transfers carried out?

A. *Except in the case of recruits whose attestation is incomplete, it is effected either by the General Officer Commanding, or the Adjutant-General.*

Q. Describe the procedure on **applying** for transfer.

A. *The C.-officer of the man wishing for transfer forwards a descriptive return (B. 241) to the officer commanding the corps to which it is proposed to transfer him, who, if he concurs, will sign and return the form. The C.-officer then submits the application for transfer to the General Officer Commanding the district.* *Q.* xix. 19.

Q. For purposes of transfer who are the **C.-officers** of Royal Artillery and Royal Engineers?

A. *Their respective deputy adjutant-generals.* *Q.* xix. 19.

Q. When a N.-C. officer of a home battalion desires to be transferred to a battalion abroad, whose sanction must be obtained?

A. *That of the officer commanding the home battalion and dépôt of the corps to which he wishes to be transferred.* *Q.* xix. 21.

Q. What arrangement is made as to the **date of transfer**?

A. The soldier is struck off his old corps on a certain date, and taken on the strength of the new one the following day. Q. xix. 22.

*Q. When a transfer is authorized, what is the **first duty** of the officer commanding the unit the man is leaving?*

A. To make the necessary entry in the soldier's pocket-ledger, and notify the fact to the holder of the man's original attestation, who will forward it as directed.

Q. xix. 23; xxii. 14.

*Q. In what way does a transfer affect the conditions of a **soldier's service**?*

A. They are modified so as to correspond with the conditions of service in the arm or branch to which the soldier is transferred, and a note to that effect should be made in his attestation. Q. xix. 25.

*Q. In the event of **objection** being raised to transfer a younger brother to the corps in which his elder brother is serving, what course may be pursued?*

A. The General Officer in command may, if he thinks the objections valid, consider the advisability of transferring the elder brother to the corps of the younger. Q. xix. 27.

*Q. Is there any rule as to the time when transfer should take place in the case of a soldier **re-engaging**?*

A. Both the re-engagement and transfer should be completed before the expiration of the man's first period of service. Q. xix. 28.

Q. How is the desire of men to be transferred to the Army Service Corps, Medical Staff Corps, or Ordnance Store Corps, to be brought to the notice of the authorities?

A. An annual nominal and descriptive return (B. 242) is to be forwarded to the Adjutant-General, accompanied by defaulter sheets or copies of them. Q. xix. 30.

*Q. What **qualifications** should a candidate possess?*

A. He must have a year's service, be unmarried, able to read and write, be under thirty years of age, and have the necessary physical qualifications. By trade and education he should be fitted for the corps he selects. Q. xix. 31.

Q. State the period of **probation** necessary for all selected candidates.

A. Three months, during which time the soldier is still borne on the strength of his line unit. Q. xix. 33.

Q. Can N.-C. officers be transferred as such to these departmental corps?

A. No; they can only be transferred as privates, and must relinquish their rank.

Q. By what means may an infantry soldier become a **reservist** of the Army Service Corps?

A. A man being a clerk, butcher or baker may, three months before the completion of his service with the colours, volunteer to be attached to the Army Service Corps, and be transferred to that corps shortly before the date his colour service expires. Q. xix. 34.

Q. In what cases are **re-transfers** allowable?

A. Only from the departmental corps to which the soldier was originally transferred. Q. xix. 35. S. 83.

Q. What qualification is necessary for the **barrack section** of the Army Service Corps?

A. The candidate must not be below the rank of sergeant, nor be over forty-five years of age, and must have a second-class certificate, and not less than eighteen years' service. Q. xix. 36.

Q. Is the **transfer of recruits** under three months' service usually authorized?

A. Yes; provided they have a good character, and a sufficient reason for being transferred, and provided that no inconvenience or detriment arises to the public service. Q. xix. 42.

Q. In whose **possession** are the documents concerning every soldier kept?

A. The original attestation, re-engagement paper, and a few exceptional documents are in custody at a stationary dépôt or Head-quarter Record Office of the corps to which the soldier belongs. The duplicate attestation, defaulter sheets, and all documents bearing on his property and status as a soldier, are kept by his C.-officer.

Q. When a transfer from one corps to another takes place, how do these documents pass?

A. The C.-officer of the soldier and the officer in charge of his original attestation will send to the new C.-officer and the new officer who will have charge of his attestation, the documents of the soldier in question. Army Form B. 278.

Q. Name the **principal documents** passed from the C.-officer of one corps to that of another on the occasion of the transfer of a soldier.

A. The duplicate attestation, medical history sheet, courts martial and defaulter sheets, proceedings of courts-martial and courts of inquiry, returns of clothing and necessities, ledger sheet and savings bank statement, etc.

Q. Where is a **list** of these documents to be found?

A. In Army Form B. 278, which always accompanies them. Q. xix. 45.

Q. To whom should the **original attestation** and its attached documents be sent?

A. To the official who has the custody of the attestations of the new corps. Q. xix. 46; xxii. 14.

Q. State the duty of the C.-officer when a soldier is **transferred to the Reserve** on expiration of his colour service.

A. He will complete the "Proceedings on transfer to the Army Reserve" (B. 2056), and forward it to the officer charged with the custody of Army Reserve men of the corps to which the soldier belongs. Q. xix. 49.

Q. What precaution should be taken in filling up the documents that pass at the time of transfer?

A. In order to facilitate the obtaining of employment by Reserve men, the descriptions and measurements of the man should be those taken on the date of transfer.

Q. What becomes of a soldier on **expiration** of his colour service?

A. The C.-officer is responsible that he is sent to the place at which he was attested, or his selected place of residence in the United Kingdom, provided the journey thither does not involve a greater cost. Q. xix. 50.

Q. With what **documents** is the man furnished?

A. *A railway or passage warrant, a parchment Reserve Certificate (D. 426), and a parchment certificate of character (D. 439), and in special cases a form of recommendation for civil employment. (D. 402.)* Q. xix. 54, 102.

Q. On what **date** should a transfer be effected?

A. *On the expiration of the colour service, but it may be deferred on account of temporary inability of the soldier to travel, or delay arising from the sailing of a ship in coastwise passages.* Q. xix. 51, 53.

Q. A soldier on being medically examined prior to transfer is found **unfit for service**, what course is pursued?

A. *He is brought forward for discharge as an invalid.* Q. xix. 52.

Q. Name the **first duty** of soldiers on being transferred to the Army Reserve.

A. *To report themselves either personally or by letter (stating their intended place of residence) to the officer charged with the payment of their reserve pay.* Q. xix. 54.

Q. What becomes of men who have completed their Army service **abroad**?

A. *They are sent home at the first opportunity under proper charge to a specified dépôt, where the transfer is carried out. The proceedings on transfer and the Reserve certificates, completed as far as practicable, are sent with them.* Q. xix. 56; xvii. 203.

Q. Is there any **exception** to the above rule?

A. *Soldiers who complete their colour service in India may, with the sanction of the C-in-Chief in India, remain in that country on transfer to the Reserve.*

Q. Are Army Reserve men eligible for employment as **recruiters**?

A. *Non-commissioned officers of the rank of sergeant may, on transfer to the Reserve, be recommended for the appointment of ordinary recruiter.* Q. xix. 55.

Q. What record is kept of the **name and addresses** of men transferred to the Army Reserve?

A. A nominal list of the Reserve men of Infantry is kept by the officer commanding the regimental district, and of men of other corps by the prescribed authorities. Q. xix. 58.

Q. Who has disciplinary charge of Army Reserve men?

A. The officer commanding the regimental district to which they belong. Q. xix. 59.

Q. Are N.-C. officers and soldiers allowed to join the Reserve before the expiration of their colour service?

A. After five years' service, men who have not re-engaged can register their names for permission to join the Army Reserve, and may be allowed to do so if the exigencies of the service permits, provided they do not belong to the Artillery and Engineers of the First Army Corps, battalions of an establishment of 850 men and more, the Garrison Artillery, and certain Engineer companies. Q. xix. 60, 121 (S).

Q. May soldiers who have been transferred to the Army Reserve be permitted to rejoin the colours?

A. Yes; under certain conditions laid down in the regulations for the Army Reserve. Should the re-transfer be authorized, the man's documents will be completed up to date, and sent to the corps to which he is re-transferred. Q. xix. 62.

Q. How is the Permanent Staff of the Militia, Yeomanry, and Volunteers formed?

A. It is composed of N.-C. officers and men of the same arm of the service, and in the case of infantry of the same territorial regiment, serving on army attestations. Q. xix. 64.

Q. State the amount of service necessary to qualify a N.-C. officer for the Permanent Staff.

A. For Militia, ten years; Yeomanry, twelve years; Volunteers, fifteen years. Q. xix. 66.

Q. Describe the three classes of candidates for the Permanent Staff.

A. (1) N.-C. officers desirous of being transferred to the Permanent Staff of any unit; (2) N.-C. officers desirous

of being posted to the Permanent Staff of their own territorial regiment or division; (3) N.-C. officers liable to be, but not desirous of being, posted to the Permanent Staff belonging to their territorial regiment. Q. xix. 69.

Q. Under what conditions does the liability above referred to arise?

A. In the case of men enlisted or re-engaged in or transferred to a territorial regiment since the passing of the Army Discipline Act of 1879. Q. xix. 67.

Q. How often are lists of candidates forwarded to head-quarters or to officers commanding districts?

A. Monthly. Q. xix. 70.

Q. When a N.-C. officer's name is included for the first time in a monthly list, what documents should accompany it?

A. A certified copy of his record of service, and a descriptive return (B. 241), giving the C.-officer's opinion of the character of the man and his attainments. Q. xix. 71.

Q. State the general rule as to postings to the Permanent Staff.

A. They are made in the order of seniority of the candidates (who have volunteered for the post). Q. xix. 72.

Q. By whom is the application to fill a vacancy made?

A. The officer commanding the corps to which the N.-C. officer is to be posted or transferred.

Q. Describe the further procedure.

A. The application is forwarded through the General Officer Commanding the district in which the vacancy occurs to the General Officer Commanding the district in which the N.-C. officer is serving. In the generality of cases the latter officer gives the necessary orders for posting or transfer, and issues if requisite the route. Q. xix. 75.

Q. State the principal exception to the above rule.

A. When the vacancy and the N.-C. officer are in the same district, the posting or transfer will be carried out by the officer commanding the regimental district, after obtaining the concurrence of the officer commanding the home

battalion of infantry or Garrison Artillery division concerned.

Q. When there are no **willing** candidates for vacancies what course is to be followed?

A. The liability to be posted must be enforced, but care should be taken that the burden falls as equally as possible on the N.-C. officers, both abroad and at the depôt. Q. xix. 76.

Q. State the regulations as to the **rank** of N.-C. officers on transfer.

A. No N.-C. officer is liable to be posted to the Permanent Staff in a lower rank than he held in the army. A N.-C. officer above the rank of squadron or company sergeant-major is not eligible to fill a vacancy on the Permanent Staff, unless he is willing to give up such higher rank. Q. xix. 77.

Q. Are lance-sergeants and corporals eligible for the Permanent Staff?

A. Only when sergeants are not available, and if selected they will at once be promoted to the rank of sergeant. Q. xix. 78.

Q. What is the rule as to the **promotion** of sergeants?

A. Sergeants posted to or continuing to serve on the Permanent Staff of the Yeomanry or Volunteers, after completing 21 years' service, are promoted to the rank of sergeant-major, or colour-sergeant. Q. xix. 80.

Q. Under what circumstances are N.-C. officers liable to be **reposted** to the regular army?

A. If they are found unfitted for their position on the Permanent Staff, or are reduced to a lower grade for an offence. Q. xix. 82.

Q. Name briefly the principal **causes of discharge**.

A. (1) On termination of periods of limited engagement ; (2) on payment of £10 within three months of attestation ; (3) at the soldier's request on the prescribed payment ; (4) after the requisite service, free ; (5) on completion of 21 years' service and subsequently ; (6) for medical unfitness ; (7) for inefficiency or irregular enlistment of a recruit ; (8) for having made a false answer on attestation ; (9) for

misconduct; (10) on being sentenced to penal servitude; (11) on being sentenced to discharge with ignominy; (12) on being convicted of felony, and generally on account of the exigencies of the service, inefficiency, and services being no longer required. Q. xix. 121.

Q. Can a soldier claim his discharge on the ground of illegality in his enlistment or other causes?

A. After three months from the date of attestation, no claim is valid, so that any such claim must be made before that date arrives. Q. xix. 84.

Q. What document is to be prepared before a soldier is discharged, or sent home for discharge?

A. His C.-officer will prepare the "Proceedings on Discharge" (B. 268) for confirmation. Q. xix. 85.

Q. In what cases is it sufficient merely to make an entry on the man's attestation, instead of preparing this document?

A. In the case of recruits rejected as not being likely to become efficient soldiers, the discharge being carried out by an entry on the man's attestation. Q. xix. 86.

Q. Give a list of the principal discharge documents that must accompany the Proceedings on Discharge, when forwarded for confirmation.

A. Court-martial and defaulter sheets; copies of civil convictions; medical history sheet; parchment discharge and certificate of character; original re-engagement paper; duplicate attestation; proceedings on transfer to Reserve; proceedings on discharge, etc. Army Form B. 268.

Q. What is done with the documents of men discharged from the colours at home, on account of being medically unfit, or with claims to pension?

A. They are sent, confirmed, to the Secretary, Royal Hospital, Chelsea, a clear week in advance of the date for discharge. Q. xix. 87.

Q. Where are they sent if the men in the above cases are discharged abroad?

A. They are forwarded to the Adjutant-General. Army Form B. 268.

Q. Certain of the discharge documents in the above cases may be in the possession of the officer in charge of the original attestation. How are they procured?

A. *He is given due notice, and detaches the documents (if any) from the man's original attestation, and forwards them to the officer carrying out the discharge for preservation with the man's discharge documents.* Q. xix. 88, 109.

Q. In what cases must the original attestation be forwarded for the purpose of comparing it with the duplicate attestation?

A. *When soldiers are discharged at home at the termination of their first period of limited engagement, or as medically unfit. After comparison the original attestation is returned.* Q. xix. 88, 109.

Q. Where are the discharge documents sent, after the discharge is carried out, in all other cases?

A. *For the Royal Artillery and Royal Engineers to the Record Offices at Woolwich and Chatham; for the Line to the officer commanding the regimental district, and in other cases according to the directions in Army Form B. 268.*

Q. How long should they be preserved by the authority who has charge of them?

A. *For five years, after which time they should be forwarded to the Adjutant-General.* Q. xix. 90.

Q. State the regulation as to the documents of men sent home for discharge for any cause.

A. *The documents will accompany them, and be handed over to the officer responsible for carrying out the discharge.* Q. xix. 92.

Q. By whom are discharges authorized and confirmed?

A. *By the authorities mentioned in Q. xix. 121.*

Q. In recording a man's conduct and character on discharge or transfer, what terms should be employed?

A. (1) *Exemplary.* (2) *Very good, good, latterly or formerly good.* (3) *Very bad, bad, or latterly bad.* (4) *Fair.* (5) *Indifferent.* Q. xix. 93.

Q. What addition should be inserted when the prefixes "**latterly**" or "**formerly**" are used?

A. *The period covered by the term should be stated.*

Q. Under what circumstances would an **exemplary character** be given?

A. *It will only be given to a soldier who has completed six years' service, and who has either had no entry in his company defaulter sheet, after the first two years of his service, or who has been clear of the defaulter sheet for the last ten years. Admonition does not count as an entry.*

Q. xix. 94.

Q. Where a character more favourable than **fair** cannot be given to a N.-C. officer, what action should be taken?

A. *The reasons must be briefly recorded on the Proceedings on Discharge or Transfer to the Reserve, but not on the certificates of character.* Q. xix. 96.

Q. State the procedure on **recording** a man's character as bad or indifferent.

A. *An explanatory reason should be briefly stated in the Proceedings on Transfer or Discharge. A bad character must not be given to a N.-C. officer, or a man in possession of a good conduct badge.* Q. xix. 98.

Q. Are explanatory reasons inserted in a soldier's certificate of character?

A. *Only if they can be truthfully recorded in his favour.*

Q. Are special qualifications for **civil employment** recorded in discharge and transfer documents?

A. *Yes; except in the case of certificates of character of men discharged with a bad character.* Q. xix. 99.

Q. What **certificates** are given to the soldier on discharge in ordinary cases?

A. *A certificate of discharge (B. 128) and a certificate of character (B. 2077).*

Q. Under what circumstances are **special** certificates of discharge given, and no certificates of character issued?

A. *In the case of re-enlisted pensioners, recruits discharged as not being likely to become efficient soldiers, and*

men discharged with ignominy as incorrigible, or on account of conviction for felony or sentence to penal servitude.

Q. xix. 100.

Q. State the regulation as to the **signing** and delivery of the before-mentioned certificates.

A. *They are signed by the prescribed authority on the last day of the man's service, and are delivered to the man free of all erasures and enclosed in an envelope.*

Q. Are any other documents ever given to men?

A. *A recommendation for civil employ (D. 402) may be given to soldiers who are in every respect trustworthy and deserving of employment.* Q. xix. 102.

Q. Are discharged soldiers eligible for appointment as ordinary **recruiters**?

A. *Yes; if of the rank of sergeant.* Q. xix. 103.

Q. Under what circumstances is an **advance of pension** recorded on a discharge certificate?

A. *When received by a soldier discharged abroad.* Q. xix. 104.

Q. If a soldier **loses** his discharge certificate, can he be supplied with another?

A. *No duplicate or copy of the discharge or character certificate or extract from official records will on any account be issued to a discharged soldier.* Q. xix. 105.

Q. May not this regulation cause inconvenience to officer charged with the payment of pensioners?

A. *A certified copy of the record of a man's service may on demand be supplied to such an officer.*

Q. What **notification** of the discharge of a soldier should always be given?

A. *Where an officer authorizes the discharge of a soldier belonging to a corps not under his command, the cause and date of such discharge should be notified to the man's corps and depôt.* Q. xix. 106.

Q. In the case of men **sent home** from abroad for the purpose of discharge, what notice should be given?

A. *A fortnight before embarkation officers in command*

of the men's corps or unit should send home nominal lists of the men to the prescribed authorities, and at the same time close and forward their savings banks' accounts to the depôts.

Q. xix. 108.

*Q. Describe the procedure in the case of a soldier serving at home who is about to be discharged, and who is entitled and wishes to **proceed abroad**.*

A. The "Proceedings on Discharge" (B. 268) are prepared and forwarded to the Adjutant-General with a covering letter stating the circumstances of the case. After provision has been made for the passage the discharge will be confirmed by the Adjutant-General for the date of embarkation. Q. xix. 110.

*Q. On what **date** should the discharge of a soldier be confirmed who has been granted a coastwise passage?*

A. The date of the sailing of the vessel; but the discharge of men who have completed their period of engagement should not be delayed for this purpose more than seven days. Q. xix. 111.

*Q. When a man is brought forward for discharge at home, and submits **claims** that cannot at once be settled, what is done?*

A. The "Proceedings on Discharge" are completed and forwarded to the Adjutant-General for settlement of the claim and confirmation of the discharge. Q. xix. 113.

*Q. In the event of a soldier's documents being **missing** or absent, what course is pursued?*

A. The discharge or transfer is not delayed, but at once proceeded with; unless the soldier objects on account of unsettled claims, when the case is reported to the Adjutant-General. Q. xix. 114.

*Q. Should the soldier's conduct and character be **unknown**, how can the certificate be filled up?*

A. If the soldier is willing, he can be given a certificate on which the reason for not recording the character is noted. When the necessary information is obtained he can be supplied with a fresh certificate in place of the old one.

Q. What **returns of discharges** are ordered to be made?

A. C.-officers forward to the General in Command a weekly return of men whose discharges have been confirmed. General officers at home, and officers commanding departments or discharge depôts similarly forward to the Adjutant-General weekly a nominal list of men who have been discharged by them or in the districts under their command. Returns from abroad are furnished monthly. Q. xix. 116.

Q. A soldier is **unable to proceed** to his home when discharged, on account of illness. How is he dealt with?

A. He is subsisted in hospital under the Allowance Regulations. Q. xix. 117.

Q. How is the re-enlistment of a man **discharged for misconduct** to some degree prevented?

A. On discharge a descriptive return of the man is sent to the police, so that his description may appear in the "Police Gazette."

Q. Explain how the cases of married men who on attestation **falsely represent themselves** as single are dealt with.

A. (1) If the parish authorities claim the man for wife desertion, and send down a constable with a warrant, the C.-officer at once discharges him "in consequence of his services being no longer required," and hands him over to the constable. Otherwise he is held to serve, and a portion of his pay withheld for the support of his wife.

(2) If the wife claims him and produces the necessary evidence, a portion of his pay will be stopped for her support, or he will be sent before a civil court with a view to his being discharged, if convicted of making a false account or attestation.

(3) If six months have elapsed since attestation, and it is considered desirable to retain the man in the service, a discharge will only be granted if claimed by the parish, but alimony may be claimed by the wife. Q. xix. 120.

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Q. On what documents are the **causes of discharge** to be noted?

A. On the "*Proceedings on Discharge*," and on the *soldiers' certificates of character*. Q. xix. 122.

Q. By what authority may the discharge of soldiers be **specially** authorized on account of "their services being no longer required"?

A. *The C.-in-Chief in India*. Q. xix. 123.

Q. To whom must application be made for sanction of discharge in exceptional cases?

A. *The Adjutant-General*. Q. xix. 124.

Q. Describe the procedure followed when a soldier wishes to **buy** his discharge.

A. *The C.-officer keeps the application for thirty days, after which time he forwards it to the General Officer Commanding for his decision*. Q. xix. 126.

Q. With what object does this **delay** take place?

A. *To give the soldier time to reconsider his request, and withdraw it if he wishes to do so*.

Q. Is the period ever shortened?

A. *Yes, in the event of the corps of the soldier being ordered abroad*.

Q. What additional **expense** is incurred by soldiers who purchase their discharge when abroad?

A. *If they desire to return home, they must defray the passage expenses*. Q. xix. 127.

Q. State the regulation as to **payment** of purchase money.

A. *No money is to be accepted until the authority for the discharge has been actually received. The amount will be credited to the station paymaster, who will forward to the Officer Commanding a receipt, which will be attached to the discharge documents*. Q. xix. 128. F. I. 506.

Q. What course is pursued when a soldier is considered **medically unfit** for further service?

A. *He is examined by a medical board, and if found*

unfit for service the General Commanding authorizes the discharge. Q. xix. 131.

Q. What opportunities should be afforded to medical officers for studying the health of men so situated?

A. Soldiers at out-stations at home should be sent to the head-quarters of the district, and in other cases, full opportunity must be given to enable them to investigate each case. Q. xix. 131, 134.

Q. What becomes of the families of men transferred for observation to head-quarters?

A. They remain with the corps until the cases are decided. Q. xix. 132.

Q. Describe the procedure in the case of invalids arriving at Netley Hospital.

A. If after inspection they are found to be medically unfit, they are at once discharged. Men found fit for further service are sent home to their dépôts or home battalions. Q. xix. 135.

Q. How is the discharge of harmless lunatics effected?

A. When, on the opinion of a medical board, it is decided to discharge a soldier, the C.-officer will ascertain if his friends are willing to receive him. Failing the friends, the man will be handed over to his parish authorities after reasonable notice. Q. xix. 137.

Q. What is done in the case of a dangerous lunatic?

A. The order for reception in an asylum will be signed by the Secretary of State for War. Q. xix. 138.

Q. What precautions are taken in handing over to the parish authorities, or to friends, soldiers who are insane or otherwise helpless?

A. They will be accompanied by an escort. Q. xix. 141.

MOVEMENT OF TROOPS BY LAND.

Q. What is a **Route**?

A. An order for the march of troops or individual soldiers, without which no man, as a rule, is to be moved.

Q. xvi. 1.

Q. In cases of emergency, when a soldier has to travel before a route can be supplied to him, what is done?

A. A covering route with full particulars as to date and course of journey is afterwards made out.

Q. Are routes supplied for journeys of individual officers?

A. No.

Q. How many descriptions of routes are there?

A. Four: The General Route (Head-quarters), the District Route, the Recruiting Service Route, and the Deserter Route.

Q. By whom are **District Routes** issued?

A. General officers commanding districts in the United Kingdom, for all movements of troops in their respective districts. **Q.** xvi. 2.

Q. Can these routes be used for the movement of soldiers from one command to another (in cases unconnected with change of quarters of units)?

A. They can be issued to dismounted parties moving by rail or march, not exceeding fifty in number, and where billeting is not involved; and similar parties, not exceeding fifteen in number, moving by coast-wise passages.

Q. In what cases must instructions as to movements be issued by **Head-quarters** irrespective of the numbers moved?

A. The committal of military prisoners from the Channel Islands to a military prison, and the embarkation of soldiers proceeding abroad or moving from a port of embarkation out of the command in which they are serving.

Q. By whom are routes issued for the dispersion of classes of men, and for men at the Discharge Dépôt?

A. *The commandants of the respective establishments.*

Q. For what purposes are **Recruiting Service Routes** issued?

A. *For recruiting purposes generally, and for the transfers of recruits who have not been finally approved or have been irregularly enlisted.* Q. xvi. 3.

Q. To whom are they issued?

A. *Officers commanding Militia and Volunteer Artillery and Regimental Districts and Assistant Adjutant-Generals of recruiting.*

Q. Are routes ever issued with the **dates left open**?

A. *Yes; but such routes are not in force a month after issue.* Q. xvi. 4.

Q. When a route has been **lost or mislaid**, can it be replaced?

A. *No; but on application being made, with a view to provide vouchers for accounts, a memorandum may be furnished setting forth full particulars of the original route.* Q. xvi. 5.

Q. In cases where unnecessary delay takes place in the arrival of an officer ordered to join his unit or proceed on any duty, what steps are to be taken?

A. *A report is to be made by his C.-officer to the Adjutant-General.* Q. xvi. 6.

Q. Under what circumstances are officers proceeding on duty without troops to be **attached** to a unit at a station?

A. *When they are detained or employed at the station for a period exceeding seven days.* Q. xvi. 7.

Q. State the special regulations as to individual soldiers, escorts, and parties detained in London.

A. *They must report themselves to the garrison sergeant-major at St. George's Barracks.* Q. xvi. 8.

Q. With a view to ensuring the **supply of rations** to troops in movement, what steps are taken?

A. Notice must be given to the officer in charge of supplies of the district the troops are leaving, as well as of that to which they may be proceeding. Any alteration in the date of movement must be immediately made known to the supply officers concerned. Q. xvi. 9.

Q. In what manner is the officer commanding a district made acquainted with the arrival of troops in his command?

A. When a unit is placed under orders to proceed to a district, a duty state is forwarded by its C.-officer to the General in Command of it. Q. xvi. 10.

Q. Describe the arrangements made for the medical charge of detachments.

A. Detachments of 200 men and upwards, and smaller bodies whenever the nature of the service renders it necessary, are to be accompanied by a military medical officer. Detachments not exceeding 100 officers and men, with their families (all persons being in good health), embarked in H. M. troopships for short voyages on home service, will be in charge of the naval surgeon on board. Q. xvi. 11.

Q. In the event of units or detachments being unprovided with medical officers, what course is pursued?

A. The principal medical officer will make the necessary arrangements with civil medical practitioners. Q. xvi. 12.

MARCHES.

Q. State in general terms the duty of officers on the march.

A. To maintain strict discipline, preserve order and regularity, prevent straggling and unauthorized falling out, and see that the usual marching instructions are intelligently carried out. Q. xvi. 13.

Q. What **general principle** should guide a C.-officer in carrying out the details of a march?

A. At a distance from an enemy the health and comfort of the troops is the first consideration ; when an enemy is near, everything must be subordinated to tactical requirements. Q. xvi. 14.

Q. At what **hour** should marches commence?

A. As a general rule men will breakfast before marching, and the march should commence an hour after daybreak. Due consideration must be given to the climate, the season of the year, the distance to be travelled, and the object to be fulfilled. It may be necessary to start earlier, or even in extreme cases, during the night. Q. xvi. 15.

Q. Why is it inadvisable for mounted corps to start very early?

A. Horses do not readily feed at a very early hour, and it is difficult to adjust harness and saddlery in the dark.

Q. In marches exceeding six hours in duration, what rule is generally observed?

A. A halt for a meal should be made on the way, besides the hourly halts of five or ten minutes.

Q. Are the movements and dispositions of the march always published in orders?

A. It is sometimes advisable on active service only to deliver the orders to the persons immediately concerned.

Q. xvi. 17.

Q. Describe the usual procedure on the **termination** of a march.

A. The soldiers attend to their arms, clothing, equipment, and horses, and until these are in complete order, will not be permitted to leave the camp or quarters. An evening parade should be held when practicable, and the men's billets should be invariably visited by an officer. Q. xvi. 18.

Q. What are the orders as to an **alarm post** on the march?

A. A place of assembly for the several units of the force

will be invariably selected and made known to the troops, irrespective of the duration of the halt. Q. xvi. 19.

Q. State the regulations as to detaching **armed parties**.

A. No armed party of twenty men or more is to be allowed to proceed on any duty unaccompanied by an officer. It is the duty of C.-officers personally, to ascertain that the officers in charge are fully acquainted with the orders they have to carry out. Q. xvi. 20.

Q. What are the rules as to **route-marching** on home service?

A. It is to be practised at least once a week in the winter months, the men parading in marching order with service kits. The total length of the march should be not less than eight or ten miles, and it should usually be commenced after the men's breakfasts or about nine o'clock. Q. xvi. 21.

Q. To what points should the attention of C.-officers be especially directed?

A. To the state and proper fitting of the men's boots, and the due observance of the regulations laid down in the Infantry Drill Book.

Q. When quartering troops in **billets**, what precaution should be taken?

A. Each squadron, battery, or company is to be kept together as far as possible to facilitate superintendence. The officers are to be quartered close to their men. Q. xvi. 22.

Q. Under what circumstances are **billets for officers** only to be drawn?

A. When the soldiers are quartered in a barrack, and there is no available accommodation therein for officers.

Q. What is the duty of the **billeting party**?

A. To proceed in advance of the unit, and arrange for the quarters before its arrival.

Q. On the last night before the end of the march, what becomes of the billeting party?

A. After drawing billets for the night, it goes on to the final destination in camp or barracks.

Q. Describe the arrangements made for billeting small parties.

A. N.-C. officers in charge of escorts or small parties, and soldiers travelling singly, will be held responsible for payment of their billets, the money being advanced to them by their C.-officer before starting. **Q.** xvi. 23.

Q. When are N.-C. officers and men on the march **attached to troops** for quarters and rations?

A. On arrival at military stations on temporary duty.

Q. Are troops on the march **exempted** from paying tolls?

A. Only in the case of tolls established by Act of Parliament. **Q.** xvi. 25.

Q. Who is responsible for the safety of **baggage** on the march?

A. The baggage guard, who with bayonets fixed march by the side of the wagons, and at night place sentries on the packed carriages. **Q.** xvi. 93.

Q. State some of the duties of the **officer in charge** of the guard.

A. To tell his men off to the several wagons, and in the case of hired transport, to see that drivers and horses are not ill-used.

Q. By what means is the baggage of a unit **moved** to or from barracks, wharves, or stations?

A. Wagons of the Army Service Corps; wagons hired in accordance with Government contracts or independently; wagons impressed under powers conferred by Army Act.

Q. xvi. 95.

Q. Who loads and unloads the wagons?

A. Fatigue parties specially detailed. The work of loading is performed under the superintendence of the officer in charge of the transport. **Q.** xvi. 96.

Q. What is the **maximum weight** that may be loaded on a squadron cart?

A. 15 cwt., and in quarters it must only be used for strictly military purposes. **Q.** xvi. 97.

Q. To whom is any unnecessary detention of transport reported?

A. *The General Officer in command.* *Q.* xvi. 98.

MOVEMENTS BY RAILWAY.

Q. Explain the arrangements to be made when troops are ordered to move by railway.

A. *A notice of the numbers of men, families, horses, and the quantity of baggage is to be furnished to the station-master one day before the day of departure, and two days previously when conveyance is required for a large number of horses.* *Q.* xvi. 26.

Q. By whom are arrangements made on home service for the movement of units and detachments exceeding fifty in number?

A. *The quartermaster-general, except in the case of a purely district move, when the orders are issued by the General in Command.*

Q. How long before the time of departure of the train must the families and sick accompanying troops be at the station?

A. *Half an hour.* *Q.* xvi. 27.

Q. State the regulations as to conveyance of light baggage.

A. *A limited amount may be taken with the troops, and conveyed to the station in wagons of the Army Service Corps. It should be accompanied by the officers' servants, and be at the station at the same time as the women and children.* *Q.* xvi. 29.

Q. In what manner is the heavy baggage of a unit transported?

A. *The statutory rate for the conveyance of baggage by rail is 2d. per ton per mile, and C.-officers must make*

their own arrangements with carriers or railway companies.
Q. xvi. 30.

Q. Explain how officers travelling on duty obtain **officer's tickets**.

A. *In support of their claim they show to the booking-clerk the order under which they are proceeding (O. 1799), and then hand to him a filled-up form (O. 1800).* Q. xvi. 31.

Q. May these tickets be claimed by **warrant-officers**?

A. *Yes, if they are not travelling under a route.* Q. xvi. 1, 33.

Q. When a soldier has to attend a **summons** under the Poor or Bastardy Acts, what arrangements are made for his journey?

A. *A railway warrant or ticket should be issued to him, and money given him for subsistence. The expenses are deducted from the moneys advanced by the civil authorities.*
Q. xvi. 35. S. 145 (3).

Q. Describe the manner in which the **allotment** of railway carriages to the troops is carried out.

A. *An officer and N.-C. officer from each squadron, battery, or company arrives at the station forty minutes before the time fixed for the departure of the train, and in concert with the station-master marks with chalk on the footboards of the passenger carriages, and on the sides of the trucks, the squadron, battery, or company to which they are allotted, and the number of men and horses each will hold. Each truck for the conveyance of horses will also be numbered according to its position in the train.* Q. xvi. 36.

Q. What is the next step taken?

A. *The officer will post the N.-C. officers at such places in the station as will best enable them to point out to their respective parties on arrival the accommodation assigned to them.*

Q. What **class of trucks** should be chosen for the conveyance of horses?

A. *The trucks should be sufficiently wide to allow a horse to stand across them without his tail being rubbed,*

and high enough to admit of a horse being led into them saddled. Q. xvi. 37.

Q. In **inspecting trucks**, what parts should be carefully looked at?

A. *The flooring; accidents are likely to arise from the planking being loose or unsound.*

Q. In what manner is a foothold given to the horses?

A. *The floors should be sprinkled with sand, but straw must not be used.*

Q. Give the usual rule as to **allotting soldiers** to compartments.

A. *Compartments for ten and eight persons accommodate eight to six soldiers with their arms and accoutrements. Each squadron, battery, or company will be told off in sections corresponding with the capacity of the compartments provided.* Q. xvi. 39.

Q. In **entering carriages**, what course is followed?

A. *The seats will be filled from the furthest side in succession, the men facing each other as they take their places. Each man then stores away under him his great-coat, valise, entrenching implements, &c.*

Q. How is the rifle or carbine carried?

A. *It is to be kept by the soldier unless the C.-officer thinks fit to allow the arms to be placed on the great-coat or valise under the seats. Arms are never to be laid on the floor of the carriage.* Q. xvi. 40.

Q. What arrangements should be made for **feeding troops en route**?

A. *Preparations should previously have been made at a halting station, or for carrying forage or cooked rations. When this has not been done, one or more N.-C. officers should be sent forward, when practicable, to the halting station to make regimental arrangements and provide for watering the horses.* Q. xvi. 41.

Q. To what places are **reports** by telegraph sent?

A. *A telegram should be sent to the place where the troops are to halt for refreshment, and also to the destination as soon as the train starts.* Q. xvi. 42.

Q. State the rules to be observed when the train is ready to start.

A. "Attention" ("forward" for mounted troops) will be sounded. Silence must be maintained until the train moves off; no shouting is to be allowed, and no man is to put his head out of a window, or leave the carriages without permission. Q. xvi. 43.

Q. Describe the arrival of the train at a halting-place.

A. The officers get out and go to the carriages of their men. Sentries from the quarter-guard will be posted to prevent straggling or getting out the wrong side of the train. The "halt" or "dismount" will then be sounded, and those who require to do so will get out of the train, leaving their arms in the carriages. Q. xvi. 44.

Q. In case of accident, what precautions are to be observed?

A. The officers proceed to the men's carriages and see that they keep their seats until ordered to descend. Perfect order is to be strictly maintained. Q. xvi. 45.

Q. When the troops have to re-enter their carriages, what is done?

A. The "close" ("Rally") will sound, on which the men will return to their carriages. The officers will see that all are present, and report the fact to the C.-officer, after which the sentries will be withdrawn and the officers will get in. Q. xvi. 46.

Q. Describe the feeding and watering of horses during a halt.

A. The men proceed to the trucks and pass water in buckets to the men in the trucks, who will water each horse in succession. The horses may then be fed with corn from the nose-bag in the usual manner. Q. xvi. 47.

Q. State the precautions to be taken against fire.

A. No hay or straw is to be left among the horses, and forage, if required, must be conveyed in covered wagons.

Q. How many horses may be conveyed in one train?

A. A squadron of 120 horses may be carried in a train of thirty carriages and trucks. Q. xvi. 48.

Q. Describe the procedure on the **arrival** of a mounted party at the station.

A. The men will be told off into sections corresponding to the capacity of the trucks, and will dismount, deposit their arms, head-dresses, and accoutrements, cross stirrups, and stand to their horses' heads.

Q. In what manner are the horses **entrained**?

A. The sections will be numbered off from the right, and will then file from the most convenient flank, each halting opposite the truck marked with its number. A N.-C. officer or experienced soldier of each section will superintend the loading of the horses, and two men will be told off to travel in the truck with them. Q. xvi. 50.

Q. Describe the simultaneous **leading in** of the horses.

A. No. 1 of each section will be led in first and placed on the right, then the left-hand horse of the section will be led in and placed at the opposite end of the truck, and so on, the horses being led in in file as quickly as possible after each other. If necessary, a quiet horse may be led in out of his proper order. Q. xvi. 51.

Q. How are very **restive** horses dealt with?

A. They may generally be backed in, or a surcingle or other broad strap or a rope may be passed round his hind-quarters and used for dragging him into the truck. Q. xvi. 52.

Q. Describe the manner in which the horses are **secured**.

A. As a rule the first horse is to be led in and secured to the opposite side of the carriage by the bridoon reins and head collar chains, either to a ring placed for the purpose, or to the bars of the truck. The other horses will follow in order, each man taking off the bridle bit, hanging it round the horses' neck, and leaving the truck the moment he has secured his horse. Q. xvi. 53.

Q. In loading horses, what point should be **specially** kept in mind?

A. The horse's heads should, if possible, be placed so as to

face away from the second line of rails. It is best therefore to load from the reverse side of the ordinary departure platform.

Q. Describe a common **expedient** for preserving the horse's tails from rubbing.

A. Stable rubbers are tied on to them, or they may be plaited with straw. Q. xvi. 54.

Q. After the horses are entrained, what happens?

A. The men resume their arms, cloaks, &c., and fall in, and are then told off and entrained in the same manner as previously described for infantry. Before the train starts an officer and N.-C. officer of each troop will carefully inspect each truck and see that all horses are properly secured. Q. xvi. 56.

Q. At what time is the **light-baggage** of the squadron loaded?

A. At the same time as the horses. Q. xvi. 58.

Q. In **detraining** the men, what course is pursued?

A. On arriving at the destination the men get out, fall in, and are marched to a convenient spot, where they deposit their arms and cloaks. The men of each horse section will then fall in opposite their proper horse truck. If the cloaks have been left on the saddle, the men can get the horses out with their swords on and carbines under their arms. Q. xvi. 59.

Q. Describe the **detraining** of the horses.

A. The door of each truck will be let down, a mat or loose straw spread upon it, and the horse opposite the entrance bridled and led out or backed out by the man to whom it belongs; the horses to the right and left following it in turn. The squadron is then formed up in the usual way, and the men resume their arms, &c. Q. xvi. 60.

Q. If the doors of the trucks do not let down, what is done?

A. Foot-boards must be placed to bridge over the space between the sill of the truck door and the edge of the platform. Q. xvi. 61.

Q. With what object should **portable ramps** be always carried on service?

A. *To render detraining possible when no platform accommodation is available.*

Q. Who looks after the entraining and detraining of officers' chargers?

A. *The officers' servants under the superintendence of a N.-C. officer.* Q. xvi. 63.

Q. By whom are the wagons and carts of a squadron loaded?

A. *A party of dismounted men told off for the purpose.* Q. xvi. 64.

Q. What **time** is required to load a squadron on a war footing?

A. *It will generally require from forty-five to sixty minutes; for detraining, forty minutes may suffice. When there is no transport, and the horses are not unsaddled, half the above times will be enough with good platform accommodation.* Q. xvi. 65.

Q. Describe the procedure when it is necessary for the horses to be **unsaddled**.

A. *After the men have deposited their arms they will remove the saddles, bit-bridles, and appointments, leaving on the head collar with the bridoon and collar-chain, and pack them in the corn-sacks, laying them on the ground in a regular manner opposite to the goods-truck which has been told off to the troop.* Q. xvi. 67.

Q. What **accommodation** is necessary for the conveyance of the saddlery?

A. *A large covered goods truck is told off to each half-squadron, the wagons being placed in front and rear of the horse trucks.*

Q. By whom are the **corn-sacks** loaded?

A. *A N.-C. officer and two men of each troop are told off to pack the sacks in a convenient manner, and distribute them again on arrival at the destination.* Q. xvi. 68.

Q. Describe the **entraining** of a battery of artillery.

A. On the arrival of the battery at the station it will be formed up in a convenient spot. The men will dismount, be formed up two deep, and deposit their packs, arms, &c. on the spot selected, in the order in which they stood in the ranks. The horses will then be unhooked, the traces hooked up, and the horses told off in sections and entrained as directed for cavalry. The whole of the men will then be available (if required) for entraining the guns.
Q. xvi. 69.

Q. How are the carriages entrained?

A. It depends on the dock accommodation and the nature of the trucks available.

Q. By what general method are **guns and wagons** entrained?

A. End loading or side loading.

Q. When is **end loading** advisable?

A. When there is suitable dock or platform accommodation, and railway platform wagons, and trucks having no doors or openings are used. When the ends of trucks lay down and meet, the carriages of a battery may be run from one to another in a few minutes. Q. xvi. 71.

Q. How are wagons with flap openings at the side most conveniently loaded?

A. By side-loading.

Q. What **general rules** should be observed in loading artillery carriages?

A. Bring the carriages as near the trucks as possible before unhooking; distribute the load evenly; allow no projections over the buffers; lash and scotch the wheels well; and cover ammunition boxes with tarpaulins.

Q. Must carriages be **unlimbered** before loading?

A. Yes. Q. xvi. 73.

Q. How are the guns and limbers disposed?

A. It depends on the size of the trucks and the number of pairs of wheels they will carry. Where only a gun or wagon and its limber is loaded, the trail and shafts point inwards. Q. xvi. 74.

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Q. Where are full details as to method of loading artillery carriages to be found?

A. In Field Artillery Drill. Vol. II.

Q. State the general rule as to **detraining** artillery.

A. The horses and carriages may sometimes be detrained simultaneously; but if this is not possible, the horses are first detrained and then the carriages. As soon as a carriage is detrained the horses should be hooked in and the piece removed to the appointed place of parade, so as to clear the vicinity of the platforms. Q. xvi. 81.

Q. When from detraining simultaneously the gunners are not able to assist in getting the horses out, what should be done?

A. The No. 1 of each sub-division takes the first horse of each pair out of the truck; the driver following with the other should then take charge of both horses. Q. xvi. 82.

Q. How is artillery detrained when there is **no platform** accommodation available?

A. By portable ramps, or by making temporary ramps or platforms. Strong skids not less than fifteen inches long and some planks to form a ramp should always be carried. Q. xvi. 83.

Q. State any peculiarity as to the loading of **pontoon wagons**.

A. Being of exceptional length, it is necessary to place an intermediate truck between each pair of trucks carrying pontoon wagons. Q. xvi. 85.

Q. Describe the entraining of a **dismounted party**.

A. The troops will arrive at the station twenty minutes before the time named for the departure of the train and be halted at a convenient spot, and be told off in sections corresponding to the size of the compartments. The whole will then move on the platform in fours. When the rear of each company arrives at its marker (previously posted), it will be ordered to halt and turn towards the train, still remaining in fours. The officer commanding each company will move along the front of his company and point out to each section the compartment it has to occupy, and will then

give the order "March." The men then move at once into their respective apartments and take off their valises. Q. xvi. 87.

Q. How long before the departure of the train should the regimental transport arrive?

A. *Half an hour.* Q. xvi. 88.

Q. Describe the process of **detraining**.

A. *The officers go to their companies' carriages, and before the men get out give orders as to the spot where they are to form up. On the "Halt" being sounded, the men get out, rifle in hand and properly equipped.* Q. xvi. 89.

Q. In what manner is **assistance** given to load or unload the baggage?

A. *Fatigue parties are sent from the unit, or garrison, to assist the railway officers in loading or unloading the trucks.* Q. xvi. 94.

EMBARKATIONS.

Q. By whom are all **arrangements** made for the movement of troops by sea?

A. *The quartermaster-general.* Q. xvii. 1.

Q. What considerations govern the **dates** of embarkation?

A. *Arrangements must be made so that the troops arrive at foreign stations at a healthy season.* Q. xvii. 2.

Q. In **selecting** men for service abroad, what points should be attended to?

A. *Men should have been thoroughly drilled and instructed in the use of their arms, and have completed a recruit's course of musketry. Attention is to be paid to their age and constitution. For service in tropical climates the age will not be less than twenty years, nor the service less than six months.* Q. xvii. 3.

Q. What **preliminary inspections** are to be made of troops ordered abroad?

A. The officer commanding the district or station will inspect the troops with a view to ascertain their general efficiency and the state of their equipments; and a medical examination will at the same time be made in order to reject officers and men who are physically unfit. Q. xvii. 4.

Q. When and by whom is a subsequent inspection held?

A. As near the date of embarkation as possible by the principal medical officer. In the case of drafts a medical certificate as to the fitness of each man for foreign service is to be enclosed with his other documents.

Q. State the regulations as to **medical inspection** before embarkation.

A. Every soldier, woman, and child is to be carefully examined, and individuals showing symptoms of contagious or infectious diseases are to be detained. Soldiers' families should be under observation for some weeks before embarkation. Q. xvii. 5.

Q. What **returns** before embarkation are required?

A. A numerical return (B. 144) is to be sent to the Adjutant-General as soon as the troops have been placed under orders to embark, and an amended return must be forwarded when any casualties occur to alter the numbers of officers, soldiers, or their families. A corresponding return in duplicate (B. 143) is to be taken to the port of embarkation and handed to the superintending staff officer, who will retain one copy and hand over the other to the officer commanding the troops on board. Q. xvii. 7.

Q. Explain the necessity of **officers joining** their drafts in good time.

A. The senior officer is to be ordered to join at least seven days before embarkation in order to make all the necessary arrangements, and all officers must accompany a draft from the station where it is prepared to the post of embarkation. Q. xvii. 9.

Q. When **cavalry** is under orders to embark, what is done with the horses?

A. All horses unfit for further service are to be cast. Where horses are not to be embarked they will be handed over to another regiment, and regimental boards will be assembled in both corps to report on the condition of the saddlery and horse equipment at the time of transfer. Sanction to sell the officers' chargers will at the same time be applied for. Q. xvii. 10.

Q. What **inspection of equipment** takes place before embarkation for India?

A. With a view to the replacement of unserviceable stores, all regimental equipment is inspected two months before embarkation by officials of the India and War Departments, and their report is verified by the signature of the officer commanding the unit under survey. Q. xvii. 11.

Q. To whom must application be made for extra clothing, **sea-kit**, and other articles required for the voyage?

A. The Director of Clothing. Q. xvii. 12.

Q. When are sea-kits served out?

A. Before the troops leave their barracks, but not until they are on the point of starting. (The serge when supplied, and the jersey issued to men embarking for India, may be exchanged for the cloth frock previously.)

Q. State the special regulation as to the **soldiers' boots**.

A. Every soldier embarking is to be in possession of two pairs of boots in good and serviceable order.

Q. What quantity of **tobacco** should be provided?

A. Sufficient for the voyage and a fortnight after landing.

Q. What is laid down as to the store of **necessaries** of troops going to or returning from India?

A. A twelve months' supply should as a rule be taken out, and on return the necessaries in store should be transferred to some other unit remaining in India. Q. xvii. 13.

Q. Where do soldiers obtain their dinner on the day of embarkation?

A. On board ship, unless the C.-officer gives notice that it will not be required. Q. xvii. 15.

Q. To what points should the attention of troops about to embark on H.M. troop-ships be specially drawn?

A. The rules as to families, light and heavy baggage, the taking of wines and spirits and lucifer matches on board, and the custody of ammunition, should be published in regimental orders. Q. xvii. 16.

Q. How are the **mess charges** of officers and their families to be settled?

A. By cash payments on board ship. Q. xvii. 17.

Q. What covering is issued to troops on coast-wise passages?

A. In ordinary ships a rug is issued from the barrack stores at the port of embarkation to each man, woman, and child. On H.M. troop-ships a blanket is instead drawn from the ship stores. Q. xvii. 18.

Q. Describe the arrangements made for the **medical charge** of troops on board ship.

A. Military surgeons will as a rule be in charge, but in exceptional cases naval surgeons on board H.M. ships may be detailed for the duty. Q. xvii. 19.

Q. Are officers allowed to take their **chargers** to India?

A. Only if horse-stalls exist on board the ship. Horses are conveyed entirely at the owner's risk, and forage and attendance must be paid for. Q. xvii. 20.

Q. Are **dogs** allowed to be carried on troop-ships?

A. A limited number may be taken by special permission. Q. xvii. 21.

Q. How are men fed on board ship?

A. A scale of rations is laid down admitting of a daily variation in the food. Fresh meat and vegetables are issued whenever practicable. Q. xvii. 212.

Q. Is a **liquor ration** issued to troops?

A. *No.*

Q. What is the rule about the allowance of water?

A. *It should be issued on a liberal scale. The minimum daily allowance is six pints (one gallon in the tropics) for all purposes. Q. xvii. 216.*

Q. Is the **scale of rations** to be strictly adhered to?

A. *Yes; except as regards the substitution of fresh for salted and preserved provisions when practicable. To meet exceptional cases, a scale of the equivalents that may be taken as substitutes is kept. Q. xvii. 217.*

Q. State the rules as to officers wearing **uniform** on board ship.

A. *They are to wear uniform at all times except in their cabins, and when necessary will report themselves in undress uniform to the officer superintending the embarkation as well as to the officer commanding the troops on board.*

Q. xvii. 24.

Q. How is the **appropriation** of cabins carried out?

A. *The naval authorities select the cabins; the superintending staff officer determines the appropriation. Q. xvii. 25.*

Q. What officers alone are entitled to separate cabins?

A. *General officers and the officer commanding the troops.*

Q. How is the available accommodation appropriated?

A. *According to seniority of army rank.*

Q. In what manner should the **arms** be stored?

A. *Vertically in racks, the slings being taken off, and the butts labelled. Q. xvii. 26.*

Q. When troops embark for service abroad elsewhere than in India, what arms and ammunition are put on board?

A. *A supply according to the nature of the service. Q. xvii. 27. E. III.*

Q. What arrangements are made for the disposal of **ammunition**?

A. All ammunition, public and private, is delivered over to an officer of the ship and placed in the magazine. The men's pouches must be emptied before they go below.
Q. xvii. 28.

Q. What duty falls on the officer commanding at a port of embarkation?

A. He is to ascertain that the officer in command has a copy of the Army Act, and is fully aware of the extent of the authority invested in him, and that all other officers possess the latest copy of the Queen's Regulations. Where troops are detained in port they should be visited daily.
Q. xvii. 29.

Q. What general rules govern **embarkations**?

A. They are to be conducted with all practicable speed, and visitors are to be rigidly excluded from all jetties and ships until the embarkation is complete. The superintending staff officer will have the necessary returns and documents completed as quickly as possible, and will inform the naval authorities as soon as his duties are finished.
Q. xvii. 30.

Q. With what object must a nominal and **numerical list** of the troops be furnished by the C.-officer to the ship authorities immediately on embarkation?

A. The admiralty forms must be filled up in detail in order to secure a proper issue of rations. Q. xvii. 31.

Q. To whom are the **embarkation returns** supplied?

A. Two to the Adjutant-General, one to the General Commanding the district, and one to the officer commanding the troops on board.

Q. By whom are the embarkation returns compiled?

A. In the case of a complete unit, by its commanding officer, who hands them to the staff officer when he arrives on board. In the case of drafts, the staff officer will compile them from the returns (B. 143) which he receives from the drafts. Q. xvii. 32.

Q. What additional documents are necessary in the case of **drafts** proceeding to India?

A. Nominal rolls (B. 167), showing the age and service of the men, are to be handed to the superintending staff officer and forwarded by him to the Adjutant-General.
Q. xvii. 33.

Q. In the case of detachments of various units returning from abroad, what notice should be given?

A. A detailed return (B. 142) should be forwarded in advance to the Adjutant-General, and to certain prescribed authorities if the disembarkation is in the Thames district. In the event of the return not arriving in time, a copy is to be handed to the staff officer superintending the disembarkation. Q. xvii. 35.

Q. Name the Admiralty regulations relative to transport service.

*A. Regulations for H.M. Transport Service (hired ships).
Regulations for H.M. Troop-ships.
Queen's Regulations and Admiralty Instructions.*
Q. xvii. 36.

Q. Who supplies C.-officer with the forms requisite for the voyage?

A. The staff officer superintending the embarkation.
Q. xvii. 37.

Q. By whom are officers' mess certificates signed?

A. In hired ships by the officers themselves: in H.M. ships a statement in lieu of certificates is signed by the C.-officer only. Q. xvii. 38.

Q. Describe the inspection of hired ships before embarkation.

A. A Board is assembled to inspect the arrangements for the accommodation, victualling, and health of the troops. It assembles as a rule at the port where the ship proceeds for the embarkation of troops. One copy of the report of the Board is forwarded to the Director of Transport and another to the officer commanding the district in which the inspection is held, for transmission to the Adjutant-General.
Q. xvii. 39, 41.

Q. State the composition of the Board.

A. The staff officer superintending the embarkation, an officer of the garrison not below the rank of captain, the senior medical officer at the station, and one or more naval officers. Q. xvii. 39.

Q. When should the final inspection of the ship be made?

A. After the troops are on board, the baggage stowed, and the ship ready for sea. Q. xvii. 42.

Q. With what object is this second inspection made?

A. To ascertain whether the arrangements for berthing the troops, stowing the baggage, &c., have been carried out.

Q. State the composition of the Board of second inspection.

A. One or more naval officers, a staff or field officer, and a medical officer and captain who are not proceeding with the troops. Q. xvii. 43.

Q. What intimation should be given to the officer proceeding in command of the troops?

A. He should be furnished previously with a copy of the form of report, and be requested to accompany the Board in their inspection. Q. xvii. 44.

Q. What weight of personal baggage is allowed to officers?

A. Lieut. Colonels, 18 cwt.; majors, 15 cwt.; captains, 12 cwt.; subalterns, 9 cwt. Al. 685.

Q. What is the rule as to measuring baggage?

A. The whole of the baggage to be embarked should be collected in a convenient place for measurement. Q. xvii. 45.

Q. State the rules as to dimensions of boxes.

A. There are four authorized sizes, the largest measuring 15 cubic feet, and not exceeding 3 cwt. in weight. Q. xvii. 57.

Q. Name the chief exceptions to these dimensions that are allowed.

A. Arm-chests and artificer's boxes, luggage of officers and soldiers' families, and government chests or cases. All

new cases of officers must be in accordance with regulation.

Q. xvii. 47.

Q. How is confusion avoided in claiming baggage?

A. Every article must have distinctly painted on it the rank, regiment, and name of owner, and the general nature of its contents. Q. xvii. 48.

Q. State some of the rules for embarking baggage.

A. A detailed list of the baggage to be embarked is sent to the port of embarkation, and the staff officer superintending the embarkation will take care that nothing in excess of regulation is placed on board. The baggage should be stacked in rectangular piles in order to check the cubic measurement. No crates or open packages are allowed, and the naval authorities can object to articles being put on board that are packed in a dangerous or insecure manner.

Q. xvii. 49.

Q. In the event of there not being sufficient room for the baggage, what is done?

A. The captain of the ship signs a certificate to that effect, and a detailed statement of the baggage excluded is prepared.

Q. Specify the articles which it is forbidden to take on board ship.

A. Any wines, spirits, or malt liquors, or anything of an explosive or combustible nature. Q. xvii. 50.

Q. When should the heavy baggage be embarked?

A. The day before the troops. The time of its expected arrival should be notified, and a detachment be sent to place it on board. Q. xvii. 52.

Q. Where is the baggage stowed?

A. In the baggage room or rooms, which should be certified as entirely clear before the baggage is put on board.

Q. xvii. 53.

Q. Distinguish between the duties of the seamen and soldiers in stowing the baggage.

A. The seamen sling and unsling the boxes, but the baggage must be put on board, stowed, and got out by the soldiers. Q. xvii. 54.

Q. How is the **safety** of the baggage ensured?

A. *The door of the room is locked, and a sentry is placed in charge.* Q. xvii. 55.

Q. In what **three classes** may baggage be divided?

A. *Heavy baggage which cannot be got at during the voyage, boxes containing changes of clothing that may be required occasionally, and cabin baggage.*

Q. What **cabin baggage** is allowed to officers?

A. *Two regulation boxes, No. 3 size.* Q. xvii. 58.

Q. In what manner is the different kinds of luggage distinguished?

A. *By coloured labels, which can be obtained on embarkation.* Q. xvii. 59.

Q. Describe the arrangements made for stowing away the baggage of the men.

A. *Kit bags are stowed in the baggage-room near the door, and will be got up two or three times during a long voyage. Valises and sea-kits are stowed in the racks over the mess tables.* Q. xvii. 60.

Q. What relation must exist between the measurement and weight of packages?

A. *Each hundredweight must not exceed five cubic feet.* Q. xvii. 61.

Q. How is **baggage in excess** of the authorized allowance conveyed?

A. *The owners must make private arrangements at their own expense.* Q. xvii. 62.

Q. Are soldiers allowed to take their **wives and families** with them abroad?

A. *When embarking for ordinary garrison duty, men who are on the married roll obtain a passage for their families.* Q. xvii. 65.

Q. What precaution is taken before admitting soldiers' families on board ship?

A. *They must be medically inspected, and be furnished with a health certificate before being allowed to embark.* Q. xvii. 67.

Q. State the rule as to the **embarking of families.**

A. Having received a pass, they are sent on board at such an hour as to ensure their being in their berths before the arrival of the troops. Q. xvii. 69.

Q. What becomes of the soldiers' family when the wives do not accompany their husbands, or are ordered home from abroad?

A. They are sent to the address in the United Kingdom they wish to proceed to, and separation allowances and allotments of pay are provided for them. Q. xvii. 72.

Q. From whom are **instructions** as to a passage abroad received by individual officers?

A. The order for embarkation is issued by the Adjutant-General; instructions as to place and date of embarkation by the quartermaster-general.

Q. Under what rules may **passages home** in H.M. ships be granted to officers?

A. After the requirements of the public service have been met, an officer commanding abroad may, when an opportunity arises, make a requisition on the naval authorities for the passage of individual officers and their families, preference being always given to such as are entitled to travel at the public expense. Q. xvii. 76.

Q. When individual officers proceed to a station abroad, what **departure reports** are rendered?

A. Reports are to be made direct to the Adjutant-General of the date and place of embarkation, the name of the transport, and the port they are proceeding to. Q. xvii. 77.

Q. In the event of an officer being **detained** at a port of embarkation, what is his duty?

A. He is to report himself to the officer in command, who will attach him to the troops at the station until he is required to embark. Q. xvii. 78.

DUTIES ON BOARD SHIP.

Q. In what officer is the **military command** of troops on board ship vested?

A. The senior combatant officer. Q. xvii. 79.

Q. Are officers allowed to quit ship after embarkation?

A. Not without special leave. Q. xvii. 80.

Q. How many officers are **detailed for duty** on board ship?

A. In large troop-ships there is usually a captain and subaltern of the day and three officers of the watch; a smaller number suffices in other vessels. All military officers on board are liable for duty, if the number of officers attached to the troops is insufficient. A special report must be made to head-quarters in the event of officers being detailed for duty, who are not entitled to passages at the public expense. Q. xvii. 81.

Q. To what extent are **troops to assist** in the general duty of the ship?

A. They may assist in general duties on deck, but are not to go aloft or be employed in work that may endanger life or limb. Volunteer stokers receive extra pay. Q. xvii. 82.

Q. What arrangements are made for the **custody of money** or valuables?

A. They are to be placed in the money-chest, for the key of which the C.-officer of the troops is responsible. Q. xvii. 84.

Q. When cause for **complaint** arises, how is the matter to be settled?

A. The C.-officer of the troops addresses in writing the captain or master of the ship. Any further representation is to be handed to the staff officer superintending disembarkation for transmission to head-quarters, but a copy

of the report must always be given to the captain of the ship. Q. xvii. 86.

Q. State the general regulation as to **command and discipline** of troops in H.M. ships.

A. Officers and soldiers are to observe the laws and regulations established for the government and discipline of the Navy, and are for this purpose under the command of the commanding officer of the ship as well as of the senior naval officer present. Troops are at all times under the command of the officer of the watch. Q. xvii. 90.

Q. How may an act against the good order and discipline of the ship be treated?

A. As a breach of Section 40 of the Army Act.

Q. Describe the procedure in the case of an **offence** that can only be adequately dealt with by a general and district court-martial.

A. The offender is placed in military custody and disembarked at the first opportunity for trial.

Q. By whom are private **soldiers** punished for offences of a less serious character committed on board ship?

A. Imprisonment, solitary confinement, and stoppages can be inflicted by the commanding officer of the ship with the concurrence of the C.-officer of the troops. Minor punishments can be awarded by the C.-officer of the troops.

Q. Of what nature are the **minor punishments** above referred to?

A. Stoppage of smoking, answering roll-calls, pack-drill, fines for drunkenness, extra guards. Q. xvii. 91.

Q. Under what circumstances can a **regimental court-martial** be convened on board one of the troop-ships?

A. For the trial of a N.-C. officer, with the concurrence of the commanding officer of the ship. Q. xvii. 90.

Q. What **punishments** is the court authorized to award?

A. Reduction, fines, and stoppages. Q. xvii. 91.

Q. Is the sentence carried out on board?

A. Yes, provided that the commanding officer of the

ship expresses his approval in writing, and directs that it be carried into effect. Q. xvii. 90.

Q. Explain in general terms how disciplinary powers should be exercised on board ship.

A. All orders to troops should as far as possible be given to them by their own officers and N.-C. officers, and the troops should be left to the management of their own officers so far as may be consistent with the order and discipline of the ship.

Q. Where is the detailed list of the **summary punishments** that may be inflicted on board H.M. ships and their military equivalent to be found?

A. In the authorized summary punishment table. Q. xvii. 91.

Q. What relations should exist between the C.-officer of troops and the master of a hired transport?

A. While the C.-officer maintains discipline, he is to remember that the master has lawful authority to maintain good order amongst all on board, and is responsible for the safety of the ship and passengers. In case of fire or other emergency, the C.-officer will render the master every assistance without attempting to take the command out of his hands. Q. xvii. 92.

Q. Describe the process of telling off troops to messes on embarkation.

A. The troops fall in by companies at the jetty, the married men by themselves. They are then told off in messes, and marched off, each mess accompanied by a seaman, who shows them the way to the mess-table, where to stow rifles, valises, and sea-kits. The men's utensils are previously placed on each table, biscuit and bread for the day is issued as soon as possible, and the men sit down and keep quiet. Q. xvii. 94.

Q. Name some of the first duties of officers after embarkation on a hired ship.

A. To see that the men have their hammocks and bedding, are allotted to berths and divided into messes and watches,

have disposed properly of their arms, ammunition, and valises, and know generally their duties. Q. xvii. 95, 108.

Q. What officers are detailed for **daily duty**?

A. A subaltern of the day, and when practicable also a captain of the day (exclusive of the officer of the watch). Q. xvii. 96.

Q. What arrangements are made for **cooking the food** of troops on a hired transport?

A. Where there is a separate galley, soldier cooks are selected, but when the cooking is done by the ship cooks assistance must be given them. Q. xvii. 97.

Q. How are **rations** issued?

A. Provisions are drawn daily by the quartermaster, placed in the issuing room, and issued to the messes. Bread when baked and cooled is placed in the bread room and issued the following day. Q. xvii. 98.

Q. To whom are **complaints** about meals to be made?

A. The officer of the day who attends all meals. Q. xvii. 99.

Q. When complaints in connection with the accommodation and messing on board hired ships arise, what course is pursued?

A. A board of investigation is held, the proceedings of which are handed at the end of the voyage to the officer superintending the disembarkation. Q. xvii. 100.

Q. What general arrangements should be made for carrying out **guard duties**?

A. A strong company, or a certain number of men, are to be specially detailed for guard-duty, and are to be relieved of other work, and if possible be berthed separately. Q. xvii. 103.

Q. State one of the first duties after embarkation.

A. To post sentries and appoint orderlies, special duty men, and police. Q. xvii. 104.

Q. How should **sentries** be armed?

A. At sea with bayonets only, in harbour those on deck mount with their arms.

Q. Name the principal duties of the sergeant and men told off as **police**.

A. *To see that there is no smoking except on the upper deck, and that lights are put out at the proper time.*

Q. Into how many **watches** should the troops on board be divided?

A. *Three, exclusive of the guard and special duty men.*

Q. xvii. 106.

Q. For how long is a watch to be on deck?

A. *Twelve hours—the hours of relief being 8 a.m. and 8 p.m.*

Q. How is a watch subdivided for work?

A. *In three or four subdivisions.*

Q. State the practice as to **stowing bedding**.

A. *Beds are to be rolled up, aired on deck, and stowed under the superintendence of the officer of the day, at reveille. When taken down in the evening the officer for the day will see that the work is carried out in silence and without confusion.* Q. xvii. 109.

Q. Who are responsible for the **good order and cleanliness** of the troop-decks, and the observance of ship's regulations?

A. *The sergeants of troop-decks.* Q. xvii. 113.

Q. What are the instructions as to **exercise and bathing**?

A. *Any diversion calculated to promote bodily exercise is to be encouraged. Bathing is allowed when possible.* Q. xvii. 115.

Q. How often should **parades** take place?

A. *Daily at 10 a.m. (in warm climates with feet bare). A marching order parade should take place once a week, when arms and appointments should be carefully inspected.* Q. xvii. 119.

Q. Name some of the rules as to **smoking** on hired transports.

A. *It is allowed on the upper deck only. Spittoons are provided. All pipes must have wire guards.* Q. xvii. 122.

Q. On the cry of "**man overboard**," what is done?

A. *The bugler on duty sounds the "alert," followed by the "halt." All soldiers stand fast and remain quiet.* Q. xvii. 126.

Q. Give in general terms the duties of the "**officer of the day**."

A. *He commands the guard, and is responsible that sentries are properly posted and instructed, and that the general routine appointed for the troops is carried out. He will see that the regulations about bedding and cleanliness on the troop deck are observed, that lights are put out at the proper time, and that the evening preparations against fire are completed.* Q. xvii. 128.

Q. Describe briefly the duties of the military **officer of the watch**.

A. *To see the watch correctly mustered when wanted for work, and attend with them; to visit the sentries hourly; to see there is no unauthorized smoking or lights; to cause a N.-C. officer to visit the sentries every half-hour at night, and to prevent any one sleeping on deck unless under an awning.* Q. xvii. 129.

Q. Where are the sentries' orders for posts on board ships to be found?

A. *Detailed orders for each post are given in* Q. xvii. 131.

Q. If a sentry discovers **fire** on or near his post, what is he to do?

A. *To make the fact known quietly and immediately to the officer of the watch on the bridge, for which purpose he may temporarily leave his post.*

Q. What means for **extinguishing fire** are provided?

A. *One or more steam hoses; portable pumps with hoses; fire-buckets with lanyards; starting hoses for hatchways; fire-tubs; wash-deck buckets, etc.* Q. xvii. 137.

Q. What **precautions** are taken every evening?

A. *The portable fire-engines are prepared for use. All hose is screwed on, and starting hoses, fire-tubs, fire-buckets,*

and tarpaulins for covering hatchways are placed ready for use. Q. xvii. 138.

Q. What happens when the **fire-bell is rung**?

A. The buglers sound the alarm. Strict silence is observed, and officers and men go quickly to the stations assigned to them. Q. xvii. 139.

Q. Describe the duties that fall on the **officers**.

A. The C.-officer, with one or more selected officers, will go on deck to preserve discipline and carry out the orders of the master. The Adjutant and sergeant-major proceed to the fire and assist the chief officer. The quartermaster will see the cabins are clear, and then remain with the ladies in the saloon. The officer of the day mounts the guard with loaded rifles, and posts double sentries over spirit rooms, and the remainder of the guard over the boats.

Q. What instructions are given to the **N.-C. officers and men**?

A. Men stationed to fire-engines and hoses go to them at once and prepare them for use; pumping parties fall in at their engines; fire-buckets and tarpaulins are got ready; hammock stowers get ready to pass blankets down for wetting; men specially stationed go to their stations; the watch falls in on port gangways, gets windsails down, helps to shorten sail, and will then be divided to pass fire-buckets; other men fall in on starboard gangway, and wait for orders to wet and pass blankets, etc.

Q. Are the directions as to **fire-stations** applicable by night as well as day?

A. Yes; the men turn out of their hammocks, lower them to the deck, and go to their stations.

HORSE TRANSPORTS.

Q. How should **horses** be treated before embarkation?

A. Long, slow, steady work is to be given to horses, and they should be kept in a cool state before embarkation.

Low diet and the administration of a dose of physic some days previously are excellent preventives of disease. They are to be kept fasting and without water for some hours before being put on board. Q. xvii. 143.

Q. Specify the various modes of **embarking horses**.

A. (a) *When transports can come alongside a wharf they can be led on board, or hoisted on board direct from the wharf.* (b) *When transports cannot come alongside the horses must be taken to them either from a wharf, or an open beach.*

Q. Describe the preliminary proceedings in embarking horses **from a wharf** into a transport alongside.

A. *The horses are unsaddled and unharnessed, and ship halters put on. The arms, kits, saddlery, and harness are, with the help of the dismounted men, put on board, and the mounted men in fatigue dress prepare to embark the horses.* Q. xvii. 145.

Q. What precautions are taken in walking horses on board?

A. *Coir mats or straw should be laid along the gang-way and horse-decks, so as to deaden sound and prevent slipping.* Q. xvii. 149.

Q. Describe the process of **walking on board**.

A. *The horses are led one after another, and if possible by men who know them. On reaching the stable-deck they are at once led into the ranges of stalls and the far ends filled, care being taken to place the horses as they are accustomed to stand.* Q. xvii. 149, 151.

Q. What is meant by an **embarkation party**?

A. *It consists of an officer and six men, who are sent to the stable-deck to receive the horses on arrival and give any assistance required.* Q. xvii. 150.

Q. If the horses cannot be walked on board, what must be done?

A. *They must be slung.*

Q. Describe the preliminaries to **slinging a horse**.

A. *The head rope should be fastened in the ordinary*

way round the horse's neck; the bridoon reins should be left loose, but a knot should be put in them to prevent them getting entangled in the horse's legs. A double guy should be made fast to the horse's head (the ship's head collar being always put on before the horse is slung). One end of the guy should be held on shore, and the other on board, in order to keep the horse's head steady. Q. xvii. 152.

Q. How many men are required to sling a horse?

A. Five; one at the head, one at each side, one at his breast, and one behind.

Q. Describe putting on the sling.

A. One end of the sling is passed under the horse's belly, and both ends are brought up to meet over his back; one man passes his loop through the other loop, and it is received by the man on the other side, who hauls it through, hooking the tackle to it, both men holding up the ends of the sling until it is taut. The men at the breast and behind bring their ropes round and make them fast to the grummets, and the man who holds the horse's head makes fast the guys to the ship's head collar. The breech band and breast girth must be securely fastened, or in his struggles in the air the horse may slip through them. Timid or restive horses should be blindfolded when being slung. Q. xvii. 153.

Q. When all is ready, and the word hoist away is given, what happens?

A. The horse is run up from the ground at a rapid rate, and, after attaining the necessary height, be steadily and carefully lowered down to the hatchway. Two or three men should be stationed at the hatchway and between decks, to guide the horse in being lowered and prevent any part of his body hitting the hatchways. A soft bed of straw or coir mats must be provided for the horse to alight upon, and the men who are stationed in the lower deck must be ready to receive him and take off the sling, as on first feeling his legs, unless firmly handled, he is apt to plunge and kick violently.

Q. At what rate can horses be slung on board ship?

A. With one hatchway and a single set of tackle about twenty-five horses, on an average, can be embarked in an hour by means of slinging. Q. xvii. 154.

Q. How are the **horses secured** in their stalls?

A. In all cases, as each horse is placed in the stall, he is to be fastened up by the ship's head collar. The ordinary head collar may be left on or not, in addition to the ship's head collar, as may be thought most advisable; but it is not to be used as a means of fastening the horse. The horse's head should be tied rather short than otherwise, and there should be several spare head collars on board. Q. xvii. 155.

Q. What precautions should be taken as to the care and packing of **saddlery**?

A. Saddlery and harness should be put in dubbing, and steel appointments well oiled before being packed up. Everything should be placed so that it can be readily got at during the voyage, and be taken ashore the first thing before the horses are disembarked. Q. xvii. 156.

Q. When transports cannot come **alongside**, what is usually done?

A. The horses must be conveyed to them in large boats or flats and hoisted on board by slinging.

Q. In what manner are the horses **embarked on the boats**?

A. They can either be led on board by gangways, or slung on board by means of a sheers or derrick erected for the purpose.

Q. When the water is **too shallow** to enable the boats to come sufficiently near to the shore for the above methods, what can be done?

A. Piers or platforms should be constructed, along which the horses can be led into the boats. They should always be provided with stout side railings about three feet high. Q. xvii. 158.

Q. What rules should be followed in **packing the boats**?

A. The men should take off their arms, belts, and spurs.

The horses should, if possible, be placed athwart the boat alternately, the head of one horse being on the starboard, and the head of the next on the port side. Each man must hold his horse until the vessel is reached, either standing up by the horse's head or sitting on the gunwale of the boat, as may be directed. Sand or straw should be put in the boats to prevent the horses from slipping. Q. xvii. 159.

Q. In the absence of boats describe a method of embarkation that may be adopted in **cases of emergency**.

A. A sling is placed on the horse and the straps secured with yarn. A rope (about eight yards) is fastened round the neck, and another attached to the lower ring of the head stall. The use of this rope is to keep the horse's mouth above the water while he is controlled by the neck rope. The horse is then led into the water and towed off swimming to the side of the transport into which he is slung from the water. Q. xvii. 160.

Q. What course is pursued if horses get very restive in their stalls?

A. They may be taken out and allowed to stand on a coir mat on the deck until they become quiet. Q. xvii. 162.

Q. What rules should be observed as to **feeding**?

A. For the first few days on board ship food should be sparingly given, and bran is to form the larger portion of the horse's food. A mash of bran and oats is to be given daily during the voyage, and nitre should be frequently mixed with the mash. Q. xvii. 165.

Q. Of what does a horse's full ration on board ship consist?

A. 5 lbs. oats, 3 lbs. bran, 10 lbs. hay. Q. xvii. 181.

Q. With what object are **horse hammocks** used?

A. In order that the horses may rest their legs and feet by throwing their whole weight into the slings, and thus reposing in smooth weather. In rough weather the hammocks should be put on very loosely, so as, while not inducing the horses to throw their weight into them, they may prevent their falling if they lose their footing from the rolling of the ship. Q. xvii. 166.

Q. In rough weather what precaution is taken?

A. All the men who can be spared stand to their horses' heads. Cinders should also be sprinkled under the horses' feet. Q. xvii. 167.

Q. State generally the main requirements of troop horses on board ships.

A. Plenty of fresh air, the greatest cleanliness, good grooming and hand rubbing, an ample supply of water, free use of vinegar and disinfectants.

Q. In general terms describe the disembarkation of horses from a transport alongside a wharf.

A. Everything belonging to the men and horses should, if practicable, be got out of the ship before the horses are landed. The horses are then either led or hoisted ashore with slings in the manner described in a previous paragraph. A bed of straw or sand must be laid on the wharf for the reception of slung horses, and men must be ready at once to prevent them plunging or falling as they first feel their legs. As the horses are landed they are formed in line; the saddlery and harness are then unpacked, the equipment is put on the horses, and the men, after putting on their arms and accoutrements, are ordered to mount or hook in. Q. xvii. 183.

Q. When it is necessary to land the horses in boats or flats, what precautions must be taken?

A. Great care is necessary in lowering the horses from the vessel into the boat, more especially if there is any sea on. The tackle of the sling must be let go the moment the horse reaches the boat, in order that he may be able to get his footing. The whole of the saddlery, harness, equipment, etc., of each man should accompany him in the same boat with the horse. On nearing the shore, if no piers or landing-stages are provided, the horses must be made to leap out of the boats and walk ashore. Q. xvii. 184.

Q. Explain how horses may be disembarked by swimming.

A. The horse is lowered in the sling over the side of the vessel, without fastening the breast rope or breeching.

When the tackle is unhooked the sling opens, and it is at once slipped from under the horse. The neck and head ropes are secured by a man in a boat, and two horses may be made to swim ashore at a time, one at each side of the boat. It is important that a number of horses should be kept on the shore to which the others are to swim, as horses in the water will always swim towards others which they see on land. Q. xvii. 185.

Q. Why is the method of disembarking horses by swimming not generally advisable?

A. The sudden transition from the heat of the hold to the cold temperature of the water is likely to be prejudicial, especially as after landing the men have seldom time to dry their horses properly. Q. xvii. 186.

Q. State the precautions to be taken after the horses are disembarked.

A. The condition of the horses will vary according to the length of the voyage and the weather experienced. For the first day's march they should not move at a faster pace than a walk, and, after a long voyage, they should, if possible, not be backed for some days. Q. xvii. 187.

DISSEMBARKATIONS.

Q. When a ship touches at any port, what is the duty of the C.-officer of the troops on board?

A. To communicate with the C.-officer at that station; and, if junior, personally to report to him the state of the troops. Q. xvii. 188.

Q. When troops arrive from abroad at a home port, what further notification is necessary?

A. A telegram stating name of ship, whence arrived, and what troops on board is to be sent to the Adjutant-General.

Q. During a **stay in port**, may officers go on shore in plain clothes?

A. No ; they must wear their proper uniform.

Q. What happens on the **arrival** of the ship at its destination?

A. Neither troops or families are permitted to disembark until the arrival of the disembarking staff officer. Q. xvii. 189.

Q. State the regulations about **Disembarkation Returns**.

A. They will be prepared in triplicate by the C.-officer of the troops and given to the disembarking officer. Two are transmitted to the Adjutant-General, the third being retained by the General Officer at the station. Q. xvii. 190.

Q. Are any further returns required?

A. In the case of hired ships, a voyage report is added ; also the proceedings of any boards held during the voyage. A special report may also be made as to any disease that may have broken out on board ship, or other unusual occurrence.

Q. When a medical officer complains of the **sanitary arrangements** or the supplies on board, to whom does he report?

A. The C.-officer of the troops, submitting a duplicate to the principal medical officer at the port of disembarkation. Q. xvii. 191.

Q. How is **breakfast** provided when the troops disembark in the forenoon?

A. On board prior to disembarkation, and no ration stoppage is made for it. Q. xvii. 192.

Q. How are **naval stores** issued to troops on board H.M. ships to be received and accounted for?

A. On the same principle as if they were issued to troops in barracks. Q. xvii. 193.

Q. In what manner are charges for **loss or damage** to naval stores recovered?

A. The amount is paid by the C.-officer on disembark-

ation and charged as fairly as possible to the units, detachments, or individuals concerned. If necessary a muster of all the stores in charge of troops is held before disembarkation.

Q. In the event of an appeal against the amount charged being made by the troops, what is done?

A. The matter must be investigated before the ship sails.

Q. Can troops claim to be relieved of charges for damage arising from stress of weather or unavailable causes?

A. Yes; but the claim must be supported by an extract from the ship's log or other satisfactory certificate.

Q. What is done in the case of loss or damage of articles which are chargeable to the public?

A. A board of three officers is assembled to investigate the matter and report.

Q. If the captain of the ship objects to the number of articles it is proposed to charge against the public, what is done?

A. The report is forwarded through the ordinary channel to the War Office, a copy being given to the paymaster or other officer of the ship.

Q. Describe the procedure when naval stores are found deficient or damaged on board a hired ship.

A. The master prepares a list of the damages, inserting the prices from the authorized scale. A copy of this, if verified, is signed by the C.-officer as an acknowledgment that the troops are liable. The amount is at once charged against the troops concerned, and a voucher signed by the C.-officer should show where the credit will be accounted for. Payment is to be made to the district paymaster at the port of disembarkation. Q. xvii. 195.

Q. How are deficiencies of stores, etc., supplied by the owners of hired transports to be made good?

A. Payment is to be made to the master before disembarkation.

Q. What **moneys** has a C.-officer in hand to meet charges for damage and loss?

A. The advances of pay credited to the men. F. 521.

Q. What **War Department stores** are usually in charge of troops on board hired ships?

A. Arms, ammunition, pea-jackets, sou'wester caps, books, games, etc.

Q. How are these to be **accounted for** on disembarkation?

A. They are returned to a departmental store, unless other troops are about to embark, when they will be handed over to an Ordnance Store officer. Q. xvii. 197.

Q. To whom must **payment** be made for deficiencies?

A. The Ordnance Store officer to whom the articles should have been delivered.

Q. Before disembarking from a hired ship, what **returns** should be furnished to the master by the C.-officer?

A. Disembarkation return in duplicate, mess certificate, ration and forage certificate, freight certificate, return of invalids (if any). Q. xvii. 198.

Q. What **certificate** has always to be handed to the captain of a troop-ship or a master of a hired ship?

A. A military officer certifies that nothing belonging to the troops is left on board, and the C.-officer signs a statement that there have been no complaints about the baggage, etc., and that a sentry has been over the same during the voyage. Q. xvii. 199.

Q. What returns are to be made out for the **customs authorities** at Bombay by C.-officers disembarking there?

A. A statement of the troops on board, a nominal list of officers, and a return of all articles subject to duty. Q. xvii. 200.

Q. Are troops embarking or disembarking liable for dock or **pier dues**?

A. No. Q. xvii. 201.

Q. May the **sea-kits** in possession of men when disembarking be retained till worn out?

A. The matter is left to the discretion of the General Commanding at the port of disembarkation. Q. xvii. 202.

Q. What rules are laid down for the disposal of infantry detachments on arrival from abroad?

A. Invalids, insane men, and soldiers' orphans are sent to Netley, and time-expired men and those for transfer to the reserve to the Discharge Depôt; men sent home for discharge with ignominy or as bad characters are to be discharged at the port of disembarkation. Military convicts and prisoners will be sent as soon as possible to prison. Q. xvii. 203. Q. vi. 179.

Q. Where is the destination of other details laid down?

A. In Q. R. xvii. 203.

Q. How should the documents of detachments be sorted before disembarkation?

A. According to their several destinations in separate packets. The documents of prisoners, men to be discharged with ignominy and the like, are to be handed to the staff officer superintending the disembarkation. Q. xvii. 205.

Q. What becomes of the other packets of documents?

A. They are handed over to the officers detailed to conduct the several parties, or sent direct to the prescribed authorities.

Q. What assistance is afforded to officers in H.M. troop-ships as to filling up disembarkation returns?

A. Specimen filled up forms can be obtained on application to the naval paymaster on board. Q. xvii. 206.

Q. Name the documents which have to be furnished to the staff officer superintending disembarkation of troops arriving from abroad.

A. Nominal roll of men, women, and children (B. 127); voyage report and proceedings of all boards assembled (in case of hired ships); return of short issues of provisions; disembarkation returns; certificates of right to free passage of widows, orphans, and wives unaccompanied by their husbands. Q. xvii. 208.

Q. What further returns have to be forwarded to Netley, the Discharge Depôt, Woolwich, Chatham, etc., when detachments are sent there?

A. A nominal roll for the use of the senior military officer, and an acquittance roll (original statement of accounts, return of families, inventories, and particulars of effects of deceased men) for the paymaster concerned.

Q. When **escorting invalids** to their destination and cabs are used, what certificate should be obtained?

A. A medical certificate that they are unable to march.

Q. xvii. 209.

Q. What precautions should be taken to guard against the possibility of troops landing in a state of intoxication?

A. The most stringent measures should be adopted to prevent liquor being obtained from the boats which surround vessels on their arrival in port, or on board the steamers that convey the troops to land. **Q.** xvii. 210.

Q. In what manner should the **sorting of baggage** on disembarkation be carried out?

A. The staff officer superintending the disembarkation will point out different spots for the collection of the baggage for each destination, and if possible an opportunity should be given to each man to find his own bag or box and place it on the spot assigned for it. **Q.** xvii. 211.

ARMS, AMMUNITION, AND EQUIPMENT.

(The methods of carrying in detail to be tested practically.)

Q. What articles are included in the term "**complete kit and equipment**"?

A. Packs or valises, cloaks, great-coats, haversacks, water-bottles, leggings, and nose-bags.

Q. When are the above articles to be carried?

A. In marching order. In review, field-day, or drill order any of the above articles are only worn by special direction. **Q.** xii. 41.

Q. When is the **pouch** worn at the back in the centre?

A. When neither valise, great-coat, mess-tin or ammunition is carried.

Q. On what occasions is the **mess-tin** of infantry to be worn?

A. At inspections, on the line of march, during manœuvres, on any duty for which the mess-tin is required, and when specially ordered.

Q. In what **order** should infantry turn out for their usual daily parade?

A. Marching order, unless otherwise ordered by the C-officer. **Q.** xii. 42.

Q. Describe how the **haversack** is to be worn.

A. It is to be slung across the right shoulder, except for men of horse and field batteries, who will wear it over the left shoulder. The slings are to be under the waist-belt. The scabbard of the side-arm is to be under the haversack, the top of the latter being in line with the top of the scabbard. When empty the haversack is to be neatly rolled up, hanging over the bayonet and resting on the left hip.

Q. xii. 43.

Q. How are **side-arms** to be worn?

A. The bayonet is to hang on the left hip, but not too far to the front.

Q. Are **great-coats** and **capas** to be worn together or separately?

A. Either way, according to the state of the weather. Warrant officers and staff sergeants carry folded great-coats en banderolle.

Q. On what occasions are **leggings** always to be worn?

A. In wet or muddy weather.

Q. May soldiers wear **mourning** in uniform?

A. No; the practice is restricted to officers and warrant officers.

Q. How is the **waist-belt** of dismounted men to be worn with a great-coat?

A. Over the great-coat at all times, except when proceeding.

to or from duties which have to be performed without great-coats, but with belts on, such, for instance, as musketry practice.

Q. State the regulations as to **swords** and **sabre-taches**.

A. In mounted services all ranks (officers excepted) will carry their swords, edge to the rear, in frogs on the saddles, at all mounted parades. Sabre-taches are not worn by ranks below that of corporal, and will not be worn by N.-C. officers of Hussar regiments when the sword is ordered to be carried on the saddle.

Q. What caution is given to C.-officers as to the dress of men?

A. They are responsible that caps and glengarries are sufficiently large to afford proper protection to the head, and generally that all clothing and necessities adhere strictly to the approved sealed pattern. Q. xii. 44.

Q. Who are to personally superintend the **fitting of boots**?

A. Officers commanding batteries and companies. The greatest care must be taken that boots are sufficiently long and the standard pattern not altered. Q. xii. 46.

Q. May soldiers wear their capes, great-coats, or leggings when off duty or travelling?

A. Permission may be given by officers commanding stations in winter or severe weather, but any damage to the articles must be made good by the soldier. Q. xii. 48.

Q. What practices are forbidden in **folding great-coats**?

A. Dampening, pressing with heavy weights, fastening with pins, putting boards or other appliances inside.

Q. For what purpose are **squad-bags** provided?

A. To relieve soldiers from carrying a complete kit on the line of march. One is provided for each twenty-five men. The "service kit" is carried by the man, the "surplus kit" in the squad-bags.

Q. State the regulations as to the composition of the **service kit** of a soldier.

O

A. The surplus articles (varying according to the corps) are laid down in the clothing warrant, and additions are made according to the climate and service to be undertaken. Cl. 912.

Q. How is the **description card** of a soldier carried?

A. C.-officers will see that when a soldier proceeds on active service his description card is filled in and sewn up inside the pocket on the left skirt of the coat. Q. xii. 52.

Q. Are **side-arms** allowed to be worn off duty?

A. Only by sergeants. Q. xii. 56.

Q. Who is responsible for the proper **fitting of saddlery** of troops?

A. Officers commanding batteries or squadrons.

Q. How is a **saddle** in the first instance fitted?

A. Saddle-trees are in three sizes and should be fitted without panels, changing them from horse to horse as may be found necessary; any alteration required can be made by the saddle-tree makers. Q. xii. 58.

Q. Describe the half-yearly fitting of saddles in cavalry regiments.

A. Once in every six months the whole of the saddle-trees will be stripped and fitted under the personal supervision of C.-officers, and a certificate that this has been done will be forwarded to the Inspector-General of cavalry. Q. xii. 59.

Q. How many horses in a troop of cavalry are equipped with **breast-harness**?

A. Six. Q. xii. 61.

Q. What **trunks** and **bags** are authorized for the conveyance of an officer's kit on service?

A. Patterns of a bullock trunk and campaigning bag, adapted for pack saddle transport, have been approved. Q. xii. 62.

Q. Where is the **service ammunition** kept in time of peace?

A. In the regimental expense magazines, whence it is drawn when required. Q. xii. 65.

Q. State the rule as to ammunition for guards, escorts, and parties detached in aid of the civil power.

A. It will be served out to them before going on duty, and returned to the magazine after the duty has been performed. **Q.** xii. 66.

Q. When a regiment **changes its quarters**, does it take its ammunition with it?

A. The quantity sufficient to provide a sufficient guard with twenty rounds a man is retained, and the remainder handed over to the ordnance store at the station. **Q.** xii. 67.

Q. In whose presence must the **issue** of ammunition from a store or magazine be made?

A. A commissioned officer of the unit drawing it. **Q.** xii. 68.

Q. State the rule as to the **return to store** of expended cartridge cases.

A. At least 90 per cent. of the cases of ball cartridges and 50 per cent. of 303 blank cartridges issued annually for practice ought to be collected and delivered into store. **Q.** xii. 70.

Q. How often should ammunition in regimental stores be **inspected**?

A. At least once a month. **Q.** xii. 71.

Q. Who should inspect ammunition in possession of the men?

A. Officers commanding companies at the daily morning parade. **Q.** xii. 73.

Q. Before issuing **blank ammunition**, what precaution should be taken?

A. The men's pouches should be inspected so as to ascertain that no ball ammunition remains.

Q. In case of wilful loss or destruction of ammunition, what is done?

A. The soldier is made accountable for it in the same manner as for the other articles of equipment.

Q. Is there any **restriction** as to the source from which ammunition can be obtained?

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A. Only government ammunition is to be used. Q. xii. 74.

Q. Describe the **facilities** afforded for practising the supply of ammunition in the field.

A. Small arm ammunition carts are supplied at camps of instruction, and troops are to be practised in drawing blank ammunition for exercises in the same manner that they would draw ball cartridge in actual war. Q. xii. 76.

Q. What is the total **weight** carried by the infantry soldier?

A. 53½ lbs.

Q. Give some details as to the **magazine rifle**.

A. Length, 4 ft. 1½ in. ; weight, 9½ lbs. ; bullet, 215 gr. ; muzzle velocity, about 2000 feet per second, with smokeless powder ; 10 rounds ammunition, 1½ lbs.

Q. How many **rounds of ammunition** is a soldier provided with in the field?

A. 100 rounds on person, 65 rounds in small-arm ammunition carts and mules, and 20 rounds in baggage carts, but transferred to S. A. A. carts when an action is imminent. Total regimental supply, 185 rounds. The First Reserve carries also 77 rounds, and the Ammunition Park 60 rounds.

The methods of carrying arms, ammunition, and equipment, and the fitting of harness and saddlery are to be tested practically, and can best be learnt by the officer with his own hands fitting the appointments on the man or horse, and making notes as to the details that tax the memory.

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